



XETEC LIMITED



#WPEP-2422368



Apartment 23, Beech House, Carrickmines  
Green, Dublin 18, D18 Y194



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



09/12/2025



03/02/2026

## How to apply

### Application Method :

This programme is for jobseekers that are in receipt of a qualifying social welfare payment and those transferring from a social welfare scheme. Full eligibility details are available [here](#)



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## Accounts Administration Assistant - WPEP Scheme

### Application Details

This Work Placement Experience Programme provides Participants with an opportunity to gain meaningful work experience, learning and training while on the programme. This programme is for jobseekers who are in receipt of qualifying social welfare payments and those transferring from a social welfare scheme or an ETB Training Allowance. Your eligibility for this programme will be verified by the Department as part of the application process.

### Job Description

The vacancy would allow the candidate to gain experience in managing accounts. As there is a sister company in the UK, knowledge of different accounting practices and tax rates would be gained. Training would be provided on the process of issuing invoices and statements, with a possible introduction to credit control for the candidate.

An introduction to Payroll Software is a possibility, with the necessary training due to its complexity and the requirement to ensure its accuracy.

Guidance could be given on the preparation of customer contracts and maintenance of same.

The placement would include instructions on how to manage a CRM software, assisting in the maintenance of company and contact data which would necessarily introduce the candidate with GDPR requirements.

Knowledge would be gained in general customer support, with the possibility of involvement in first line support techniques in an effort to ensure customer satisfaction.

At the end the candidate would also be familiar with the mechanics of a software development company.

An element of marketing could be introduced, in respect of customer e-mailshots and website updates through blogs.

### Role Description

This is a training and work experience opportunity; no prior experience in this role is necessary.

Accredited and/or sector recognised training will be provided to support your placement. Participants are eligible to participate in the WPEP QQI Work Experience Module which was developed by the Education & Training Boards in collaboration with the Department of Social Protection. This optional module will fulfil your accredited training requirements for the WPEP.

The main purpose for this position is to gain experience in accounts management. This will involve training and the use of two software accounts packages, and a payroll system. A

s this will not take up a full working week, there will be other areas of training involved. During the 6-month placement the participant will gain practical experience in working with customers, on a daily basis, mainly through e-mail, and using our own product as a CRM Software.

They will be trained how to use our Microsoft Office 365 system (particularly Excel) including One Drive. Training courses on SEO will be provided, as our websites need updating. This could be in consultation with an outside agency.

As further training beyond the formal courses will be required, any informal training will be with myself, the Managing Director. At the end of the training, the participant will have developed the following skills: Teamwork, problem solving, listening, communication, customer service, time management and most importantly, attention to detail.

Below are links to video tutorials which the participant will need to watch. Following these, informal training.

The participant will receive formal/informal training and mentoring in the following:

Brightbooks Accounts from various online resources <https://hello.brightsg.com/en-ie/brightbooks-on-demand?submissionGuid=91da4914-c9d0-43db-ab56-1c5d22101c73>

Intuit Quickbooks Accounts from various online resources <https://quickbooks.intuit.com/ie/learn-and-support/video-tutorials/>

<https://quickbooks.intuit.com/ie/training/#qbo-certification-exam-prep-part-1>

Microsoft Office 365 Training; <https://www.spanishpoint.ie/events/copilot-and-microsoft-365-bootcamp/> - We have engaged with Spanish Point Technologies Ltd to provide us with custom training and this may be more beneficial to the participant.

Further informal in-company training will be necessary beyond those structured courses. This would be initially delivered face to face and then later online using Teams.

We estimate the inhouse informal training would take 1 day each on Brightbooks, and on Quickbooks. Informal 365 training would take half a day and training on our own product as a CRM would take 2-4 days.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

### **Career Level**

- Not Required

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 0