



FIRST IVF LIMITED



#WPEP-2457983



FIRST IVF, Abbey Hall, Abbeylands, Clane,
Co. Kildare, W91 N500



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



20/07/2026



14/09/2026

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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Account 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

First IVF is an HSE-approved fertility clinic based in Clane, County Kildare. This placement is designed to provide practical learning experience in accounts administration and financial record-keeping within a regulated clinical environment. The skills developed during the placement are highly transferable and relevant not only to IVF and fertility services, but also to healthcare, finance, administration, bookkeeping, customer service and general office-based employment.

The participant will gain supervised experience in processing and organising financial documentation, maintaining accurate records, supporting accounts payable and receivable activities, and assisting with routine reconciliation and reporting processes. They will also develop an understanding of confidentiality, data protection and document control requirements when handling sensitive patient, supplier and financial information.

During the placement, with supervision, the participant will:

- Assist with processing and recording invoices, receipts and payments
- Match invoices with purchase orders, statements and supporting documentation
- Support accounts payable and accounts receivable administration
- Assist with maintaining accurate supplier, patient and financial records
- Help prepare spreadsheets, payment schedules and basic financial reports
- Support bank, credit card and petty cash reconciliation processes
- Assist with filing, scanning and securely storing financial documentation
- Help identify missing information, discrepancies or overdue balances and escalate them appropriately
- Communicate professionally with suppliers, patients and internal staff regarding routine account queries
- Support payment follow-up and credit control administration

- Assist with month-end preparation and general accounts administration
- Gain experience using accounting software, spreadsheets and office systems
- Develop an understanding of GDPR, financial confidentiality and patient confidentiality
- Gain supervised exposure to document control, audits, record keeping and quality processes within a regulated clinic
- Receive ongoing supervision, feedback and review of learning

Role Description

This is a training and work experience opportunity, and no prior experience in this role is necessary. Accredited and/or sector-recognised training will be provided to support the participant throughout the placement. Participants are eligible to complete the WPEP QQI Work Experience Module, which was developed by the Education and Training Boards in collaboration with the Department of Social Protection.

Formal / Structured Training:

- Health and Safety Awareness • Manual Handling and Display Screen Equipment • Fire Safety and Risk Assessment • GDPR and Data Protection • Patient confidentiality in a healthcare setting • Professional communication skills • Introduction to accounting and bookkeeping principles • Understanding financial terminology and documentation • Accounts payable and accounts receivable processes • Invoice processing and verification • Purchase orders, receipts and supporting documentation • Credit control and payment follow-up procedures • Bank reconciliation principles • Petty cash management and expense processing • Introduction to payroll and revenue documentation • Financial record retention and document control • Fraud awareness and financial confidentiality • Use of spreadsheets and accounting software • Quality Management System awareness • Error reporting, escalation and continuous improvement

Informal Supervised Practical Training

- Workplace induction and clinic orientation • Setting up and maintaining accurate financial records • Processing invoices, receipts and supplier documentation under supervision • Matching invoices to purchase orders and delivery records • Recording payments received and updating account information • Assisting with accounts payable and accounts receivable activities • Supporting bank, credit card and petty cash reconciliations • Preparing basic financial reports and spreadsheets • Filing, scanning and securely storing financial documentation • Communicating with suppliers, patients and internal departments regarding account queries • Assisting with payment follow-up and credit control processes • Supporting month-end administrative and reconciliation activities • Identifying discrepancies and escalating them appropriately • Exposure to quality system activities, audits and document control • Ongoing supervision, feedback and review of learning

- **Sector:** human health and social work activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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