



Westcare Homecare Ltd



#WPEP-2463314



Athlone, Co. Westmeath,



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



02/09/2026



28/10/2026

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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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

Over the course of the placement, the participant will be supported to learn and gain practical experience in:

General Office Administration:

- Organising, maintaining, and archiving physical and digital records.
- Assisting with filing, photocopying, scanning, and document preparation.
- Assisting with office supplies and supporting procurement tasks.
- Assisting with handling incoming and outgoing correspondence (email and post).

Data Entry & Reporting:

- Inputting and updating data in spreadsheets and internal systems.
- Maintaining accurate records for invoices, receipts, and other documents.
- Generating simple reports as required.

Finance Support (Basic):

- Assisting with processing supplier invoices and receipts.
- Supporting the tracking of payments and expenses.
- Helping with reconciliations and general ledger updates under supervision.

Team Support:

- Providing administrative assistance to colleagues across departments.
- Participating in ongoing improvements of office processes and systems.

Skills & Training:

- Microsoft Excel and Word.

- Document and file management.
- Communication and interpersonal skills.
- Data accuracy and reporting.
- Problem-solving and organisational skills.

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 participant will receive formal training in:

- Microsoft Excel – Data entry, formulas, and reporting.
- Microsoft Word – Document creation and formatting.
- SAGE Suite – Basic finance tasks, including invoices and reconciliations.
- AccountsIQ – Introduction to cloud-based accounting software.
- Posting invoices.
- Expense tracking.
- Reconciliations.
- Generating simple financial reports.
- AutoRec/AutoEntry – Automated data capture for invoices.
- QQI WPEP Work Experience Module – Professional standards and compliance.

The participant will receive informal training in:

- Document and File Management – Organising physical and digital records.
- Communication Skills – Professional email and in-person interactions.
- Data Entry and Reporting – Maintaining accuracy in spreadsheets and internal systems.
- Office Operations – Office supplies management and procurement basics.
- Finance Support Basics – Shadowing invoice processing and ledger updates using AccountsIQ and SAGE.
- Problem-Solving and Organisational Skills – Real-world prioritisation and task management.
- Interpersonal Skills – Developing adaptability, teamwork, and collaboration skills through coaching and workplace experience.

- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

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