



Esmark Finch Vehicle Engineering



#WPEP-2466690

ESMARK FINCH LIMITED, The Tecpro



Building, Clonsaugh Bus & Tec, Dublin 17,
D17 NX50



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



01/09/2026



27/10/2026

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

We are seeking an individual to join our team as an Administration and Finance Assistant. The successful candidate will gain comprehensive exposure to key financial and administrative functions, progressing through Accounts Payable, Accounts Receivable, Costing, Pricing.

During the placement, the participant will be introduced to and gain experience in:

- Becoming familiar with Accounts
- Learning how to Accurately process and verify invoices and payment requests while ensuring compliance with company policies and regulations
- Learning how to Maintain accurate records of supplier and client accounts
- Shadowing staff in the Preparing and issuing of client invoices, monitoring payments, and follow up on overdue accounts to maintain healthy cash flow.
- Becming familiar with Tracking and reporting on production costs, overhead, and departmental expenses
- Shadowing staff in preparing monthly management accounts and reports, providing clear insights into financial performance.
- Practicing answering and replying to emails under guidance
- Observing and assisting with scheduling meetings

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.

Formal Training:

- Introduction to Accounts used by the Department
- Office Software
- Finance systems training
- Site safety induction as per the company's Safety Statement
- WPEP QQI Work Experience Module
- Introduction to the company's Quality Management System and documentation flow

Informal Training

- Account processes
- preparing documents, photocopying, filing, and data entry
- Updating spreadsheets and using office software
- Observing team discussions regarding cost control, reporting, and planning
- Communication skills
- Supervised participation in weekly finance team activities.
- Accurately process and verify invoices and payment requests
- Provide ongoing support to team leaders to ensure smooth operations and efficient workflow
- managing communications, organising files, and scheduling meetings
- **Sector:** manufacturing

Career Level

- Not Required

Candidate Requirements

(Essential)

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