



INTERNSHIP OPPORTUNITY- ACCOUNTS DEPARTMENT CREDIT CONTROL

About the Abbey Group

Headquartered in the heart of historic Dublin, the Abbey Group is one of Ireland's longest established and best-known Incoming Tour Operators. The Group was founded in 1978 when Abbey Ireland was launched and later expanded its services to the United Kingdom with an office located in Edinburgh. With over 140 staff and with overseas representatives in ten key markets, we are recognised as the market leader within our sector. The Group has four divisions specialising in specific types of inbound tourism

- Group Tours
- Individual & Online Travel
- Incentive & Luxury leisure travel
- Association Conferences & Events

Number of employees

Total for the group - 200

Tasks

The Accounts Department at the Abbey Group is a dynamic team whose main area of responsibility is that of Accounts Receivable (AR), Accounts Payable (AP) and Financial Control.

ACCOUNTS RECEIVABLE / CREDIT CONTROL

The Credit Control department is responsible for the collection of money for FIT/Groups/Corporate files. Credit Control is responsible for collecting money in a timely manner and minimising the risk of bad debts. They also ensure that invoices are sent on time and payments are requested in line with existing credit terms.

The daily tasks involve being in constant contact with worldwide customers thus you will have the opportunity to practise your foreign languages.

Tasks include but are not limited to:

- Collecting money from clients who do not have credit
- Invoicing all bookings for the individual department
- Reconciliation of the credit card payments for bookings and conferences

You may also be asked to assist with:

- VAT procedures UK / Ireland
- Analysis of margins
- Cash flows
- Credit Control
- Assist with any other duty that arises
- Any duty that is assigned to you by your Manager/Director
- Cover of front office reception as assigned
- Assisting the Abbey Group with its environmental and responsible tourism initiatives

Flexibility is required and you might be asked to support another area at any time.

Skills needed/requirements

- Fluency in English language
- Good basic key board skills and proficiency in Microsoft office
- Good communication and organizational skills
- *Requirements-* students must be affiliated with college/Educational institution /Erasmus/Leonardo Da Vinci etc. or this internship is part of their studies.

Skills to be acquired

- Reality of our business and exposure to the Tourism Industry in Europe
- Understanding our key markets and clients, how we develop and operate our business, our marketing strategy
- Exposed to the tourist attractions/products we offer to clients/trends
- Communication skills and team work skills
- Organisational skills, leadership skills, ability to work on own initiative, learning our tour operating system and develop their IT skills.
- Improve English language both written and oral

Duration of the internship

minimum 4 months

Office languages

English

Location

Dublin

Financial support

€ 500 per month

Office hours

Monday-Friday 9:00am-5:30pm.

Please send your full application to hrdepartment1@abbey.ie