



PIC Management Offers

## Paid accounting internship opportunity in Dublin, Ireland

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[www.pic-management.com](http://www.pic-management.com)

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Location

Dublin, Ireland

Category

Accounting

Job Type

Internship

Duration of internship

6 months

Base salary

300 euros/month

Work Hours

40 hours/week

Languages

English (B2)

Line of business

Tourism, travel agency

### Description

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The Accounts Payable department processes a high volume of invoices. The team undertakes to process invoices and payments to their suppliers in accordance with their agreed terms. In order to meet that objective the Accounts Payable team must work quickly and resolve any queries by working closely with colleagues from other departments.

### Responsibilities

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The main daily duties of the Accounts Payable team are:

- Responsible for processing supplier invoices in accordance with Purchase Orders,
- Responsible for reconciling supplier accounts
- Dealing with supplier enquiries.
- Interacting with internal staff to resolve queries.
- Supplier Payment Runs by Electronic BACS and by Cheque

**You may also be asked to assist with:**

- VAT procedures
- Analysis of margins
- Cash flows
- Credit Control
- Assist with any duty that arises

### Company's presentation

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The company now has more than 200 employees and specializes in tourist and professional travels. Specialists in their business, the company has even been awarded. With offices in Ireland, UK and Scotland, it's one of the leaders in its industry.

## Profile required

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

## Recruitment process

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First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application.

Fee charged only once the internship is secured with the host company you previously chose. 370 euros for a 3 months internship, 15 euros/additional week