



Accounting

Internship Field: Accounting

Job ID: DU004

Internship Dynamics

Location: Dublin, Ireland

Length: 2 positions between June to August for 6 weeks

Overview on the Organisation

We features over 300 hotels in the world's most desirable destinations. We are one of the hotel welcomes guests to relax away from Dublin's downtown. Sample award-winning cuisine at the on-site dining options. Guest services include a fitness centre, beauty treatments and modern event space.

Brief Duties for reference:

More will be discussed during interview

This role is to support the accounting and finance department.

ACCOUNTS PAYABLE

Registration of incoming invoices in SCALA (accounting system)

Distribution of invoices to departments

Follow up to ensure that distributed invoices are returned and account numbers entered

Payment of approved invoices

Updating SCALA

ACCOUNTS RECEIVABLE

Monthly invoicing

Follow up on outstanding invoices

Send out reminders

Improve timeliness of cash flow by adhering to established credit and control procedures

Perform credit checks for incoming reservations

EXPENSE REPORTS

Control of documentation, calculations, exchange rates etc.

WEEKLY REPORT / MONTH END REPORT

Assist in the preparation of various reports

Copy and assemble reports as required

Assist in distribution of reports



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GLOBAL INTERNSHIP PROGRAM

Application Deadline

24th January 2025 (Friday)