



ACCOUNTING INTERN

REF. No. 867

About us

UK Inbound Tour Operator

Number of employees

40

Tasks

- Posting Invoices
- Phone Calls to Suppliers
- Ad Hoc Analysis & reporting
- Helping in Accounts various duties – gathering information, data projects

Skills needed

- Computer Skills - MS Excel/Word
- Bright, quick to learn
- Flexible, Self Motivated
- Robust as it gets very busy in Summer
- Interested in accounts helpful 😊

Skills to be acquired

- Accounts Experience
- Travel & Tourism Industry Experience
- Use of Tourplan & MS Office packages
-

Duration of the internship

e.g. 6 months (or to Oct15)

PRAKTIKUM IN LONDON



Office languages

e.g. English, French Helpful

Location

Edgware

Financial support

£400 per month (£300 paid monthly – the other £100 given at end of term if completes agreed term)

Office hours

Mon – Fri, Alternating weekly 8-5 or 9-6, 1 hr Lunch