

About the Abbey Group

The Abbey Group is an established and fast-growing Destination Management Company dedicated to selling the destinations of Ireland and the UK to the International travel trade on a B2B basis. The Group has offices in Dublin and Edinburgh with a remote team presence across Ireland, the UK and a number of European countries. Today, the group consists of Abbey the Destination Experts (Ireland and UK), Abbey Conferences, Abbey Events, and Moloney & Kelly Ireland and UK.

The Group has five divisions specialising in specific types of inbound tourism:

- Group Travel
- Individual & Online Travel
- Incentive & Luxury Leisure Travel
- Conferences
- Events

Tasks for the Accounts Payable Department

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 PAYABLE

The Accounts Payable department at the Abbey Group processes a high volume of invoices for both Abbey Ireland and Abbey Scotland. We undertake to process invoices and payments to our suppliers in accordance with our agreed terms (usually 30 days after month of travel). 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 within the Abbey Group and externally.

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.

You may also be asked to assist with:

- Credit Control
- Assist with any other duty that arises
- Cover of front office reception as assigned



- Assisting the Abbey Group with its environmental and responsible tourism initiatives.

Flexibility is required as the position may also extend to cover support in any of the Company's other departments as the need arises.

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 5 months - ideally 6 months	Office language English
Location Dublin	Financial support € 600 per month

Office hours	Monday-Friday 9:00am-5:30pm
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Please send your full application to hr1@abbey.ie

