

**DATE: 07.12.2018**

***INTERNSHIP – ACCOUNTING (M/F) – PIC MANAGEMENT***

***Reference Ad: GIP/December 2018/0192***

*Specialized travel agency, is located in London. A young and growing company, the team is multicultural and offers a rich and efficient professional environment.*

*This is an ideal opportunity to learn more about accounting in an English speaking country. Your internship will cover several different areas of the accounting giving you a chance to learn more about the travel sector by support management team in accountant's aspects.*

**ACCOUNTING (M/F)**

***PROFILE OF THE CANDIDATE:***

- *Students who study economics, finances, accounting;*
- *An interest in travel is a plus;*
- *Strong attention to details and strong knowledge of Excel applications;*
- *First experience in Offices mandatory.*

***RECRUITMENT PROCESS:***

- *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;*

***RESPONSIBILITIES:***

- *Inputting supplier invoices into our system;*
- *Following up with clients who have payments outstanding;*
- *Ensuring hotel/tour partners invoices are paid before the due date*

**OFFER:**

- *370 euros for a 3 months internship, 15 euros/aditonal week;*
- *Internship agreement mandatory, start in April for a 4 to 5 months internship.*

**WORK HOURS:** *40 hours/week.*

**LINE OF BUSINESS:** *Tourism, travel agency*

**LOCAL:** *London.*

**ADDITIONAL INFORMATION:**

- *Interested parties should send an e-mail to [gip@autonoma.pt](mailto:gip@autonoma.pt), indicating in the subject the ad reference, full name and student number, attaching the detailed curriculum vitae (preferably European model) with passport photograph.*
- *Only applications from UAL students and alumni will be considered.*

**DEADLINE FOR APPLICATION:** *28th of February, 2019.*