

Atlas Language School is a multiple award winning language school with operations in Ireland, the UK and Malta. Our mission is to make each day of our student's language travel programme an unforgettable life and learning experience and we are dedicated to providing the highest level of service in every aspect of what we do. Join our team who looks after students from all over the world that come to Ireland to learn English!

**Title:** Finance Internship, Dublin

**Internship duration:** from 14th/21st October for 6.5 months. Full time internship (35 working hours per week), usually Monday to Friday from 9 am to 5 pm, with a 1 hour lunch break included. The 6.5 months is actually only 6 months of internship duration, as we are closed for 2 weeks during the Christmas period, and there is no work for the interns to be done.

**Purpose of Position:**

The finance intern will provide support to the school's finance department by following up on student payments, keeping track of the students and agents who have not paid on time, updating and maintaining the company's credit card statements, updating teacher timesheets, and more. The intern will work closely with other departments i.e. admissions department, front of house/reception department, academic department and accommodation department. The intern will learn how to use our Management School system, Fidelo.

**Accountabilities:** This position reports to the Finance Manager.

**Key Duties and Responsibilities:**

The following points outline the main areas which the intern will work, but tasks need not be limited to the list below:

- Processing refunds
- Maintaining credit card statements
- Preparing and reconciling of monthly bank accounts
- Debtor reports
- Teacher timesheets
- Updating deferred income file on a daily basis
- Other office duties as required

**Compensation and benefits:**

Salary: €800 per month

Accommodation: 2 free weeks in a host family (self-catering); after the first two weeks, self-catering homestay accommodation costs €150 per week. In case we are not able to secure a self-catering host family for the first two weeks of your internship, you will be placed in a half-board host family (includes breakfast and dinner but not lunch) until we can find a self-catering host family for you.

In addition, you're more than welcome to take part in our part-time evening language classes for free throughout your stay (General English, Cambridge Exam Preparation, and Foreign Languages available).

You can also sit for a Cambridge Exam (FCE/CAE) at Atlas for free, if there are dates available and as long as it doesn't interfere with your working hours.

You will receive a 50% discount on our paid social programme activities.

You will receive 10 paid days of holiday pay for a 6 month internship.

**Application:**

Please contact [hr@atlaslanguageschool.com](mailto:hr@atlaslanguageschool.com) with a copy of your CV and the name of this internship in order to apply.