



Deutsch-Irische
Industrie- und Handelskammer
German-Irish Chamber
of Industry and Commerce

Internship at the Accounting Department of the German-Irish Chamber of Industry and Commerce

The German-Irish Chamber of Industry and Commerce is a bilateral and bilingual organization belonging to the international network of German Binational Chamber of Commerce (AHKs) that is represented with more than 120 offices in 80 countries. The German-Irish Chamber of Industry and Commerce is a membership organization with the aim of representing the interests of their members. In addition the chamber provides innovative and client orientated services under the brand DEinternational and assists companies looking to establish themselves in foreign markets.

Duties include the assistance of the Accounting department with

- The Processing of accounts receivable and payable information such as entering sales, purchases invoices into Sage 50 Accounts
- Cash management
- Account Reconciliations
- Reporting
- Correspondence with clients in Ireland and Germany
- Research activities
- Project work
- Administrative tasks within the Chamber

Requirements

- Business/ Finance student with good results
- Organization skills, flexibility to manage multiple tasks
- Attention to detail
- Time Management skills
- Self-motivated
- Team Player
- Fluent Communication skills in German and English
- Knowledge of accounting system is an advantage
- Minimum duration of 4 months

Applications to

Andreas Fagin
Head of Finance
Tel: +353 (0)1 6424300
Email: andreas.fagin@german-irish.ie

German-Irish Chamber of Industry and Commerce
5 Fitzwilliam Street Upper, IRL-Dublin 2