

Listed on the New York Stock Exchange with revenue exceeding \$2.2bn in 2015, Travelport is the world's only true Travel Commerce Platform, focused on providing distribution, technology, payment and mobile solutions for the global travel and tourism industry. With a presence in over 170 countries, our platform facilitates travel commerce by connecting the world's leading travel providers such as airlines and hotel chains with online and offline travel buyers. Travelport enables real time access to fares from approximately 400 airlines globally, including low-cost carriers. In addition, it provides the inventory of over 650,000 unique hotel properties, over 35,000 car rental locations, cruise-line and tour operators and major rail networks.

Recently voted as the 18th best medium-sized employer by Rate My Placement, Travelport is offering talented, innovative and ambitious students the opportunity to undertake challenging and rewarding 12-13 month work placements with us as part of their degree. From day one as an intern, you will be given real responsibility, with your work directly impacting Travelport's success. As a valued member of our team, you will work alongside experienced professionals on a variety of activities to help deliver against key department initiatives and strategic projects. You will also have the opportunity to be involved in charity activities recognized company-wide which has proven to be successful with our previous Interns raising an astonishing £11,716 for their chosen charities.

The following quote from a previous intern demonstrates that our programme provides you with every opportunity to apply the knowledge you have gained from university to real business situations, whilst developing a deeper understanding of how global businesses operate.

"Travelport has been challenging, but also very rewarding. It has given me a great insight into my future career prospects within the finance sector." - Finance Intern

Running a successful Finance Internship Programme for four years has led Rate My Placement to recognise us as a top 35 medium-sized employer. We are currently looking for talented, innovative and ambitious students to join us for this exciting **12-13 month** development opportunity. We offer Finance opportunities based in our offices in Langley in various areas of the business, including Audit, Commercial Europe, Commercial Hospitality, Financial Operations, Financial Planning & Reporting, Global Financial Planning, Management Reporting and Treasury.

What might your role involve?

Depending upon the department you are placed in, your role may involve the following:

Commercial Europe:

Internships in this area concentrate on the financial performance of our European operations. If placed in our Commercial Finance department, your role will involve conducting month-end reporting in an accurate and timely manner, to support internal customers. You will also assist in the creation of the annual European budget and forecast cycle, which will involve cooperating with colleagues across Europe. With a full understanding of the numbers, you will be confident in challenging business teams and documents. Interns may also be tasked with a variety of analysis, including identifying, investigating and commenting on variances in operating expenses, comparing past, current and budgeted headcounts, analysing changes in market share, and comparing the past and current performance of our top 12 airlines.

Commercial Hospitality:

Travelport's Hospitality department focuses on content relating to hotel and car rental bookings, which is a key strategic focus for the business due to its expansion over recent years and huge potential for future growth. Working as part of the hospitality finance team, you will be responsible for conducting monthly analysis, reporting and collation of the financial statements and commentary. You will prepare a variety of weekly performance updates and monthly reports which will be distributed to the Hospitality Leadership team. You will also be responsible for analysing any variances that may exist between actual, budgeted and prior year figures relating to operating expenses, and comment on why these deviations may have occurred. Other responsibilities include analysing commercial trends, as well as preparing deferred revenue and accrual files before submitting them for journal creation.

Group Financial Planning & Reporting:

As a Group FP&R intern you will be working closely with both the Global Financial planning / Central Functions Finance teams on various processes and deliverables. You will have active involvement in the various processes and outputs of the Global Financial Planning team, whose main responsibilities involve consolidating, challenging and ultimately determining the company-wide budgets, forecasts and 5 year strategic plans. You will also be tasked with conducting a wide range of analysis, including comparing actual performance to budget and prior year performances, and investigating the cause of any variances that you identify. Working with Central Functions Finance, you will be tasked in conducting monthly analysis relating to the operating activities of the company. This will include comparing actual, budgeted and past expenditure figures; analysing and providing commentary on any variances that arise. You will then have the opportunity to present your findings to a variety of people within the Finance department, including managers, directors and vice presidents. Another key responsibility will involve creating business reports, which will enable a range of business people to make crucial decisions. You will also have key involvement in the budgeting process: collating the necessary detail from global sources, constructing and then analysing the resulting budgets.

Management Reporting:

Interns placed in this area will be actively involved in the production of reports for the senior members of the organisation, including the CEO and his Leadership Team. These reports will provide an overview of the company's global performance as a whole, as well as detailing the performance of individual functional areas. As we are listed on the New York Stock Exchange, you will also be responsible for creating an information pack that will be used by the CEO and the CFO to explain performance to current and potential investors. On top of this, you will be involved in managing the global monthly financial close reviews, conducting monthly variance analysis, investigating movements, preparing reports on key information regarding Travelport's market share and helping to interpret the message behind the numbers.

SOX and Compliance:

An integral part of Travelport's SOX and Compliance team which has been tasked to deliver Travelport's SOX certification in accordance with COSO 2013. The role entails learning about different finance processes within Travelport and how it all integrates to produce external financial statements. Its investigative work which in most cases involves meeting and talking to people. The individual would be expected to be looking through records, reports or documents from bank records, supplier invoices or payroll data during controls test work. In addition, the role will involve preparing progress reports and noting any issues.

Treasury:

A role at the centre of the Group's global treasury operations, with a focus on cash management, funding, banking and foreign currency (FX) hedging activities. The role provides a grounding in treasury operations and risk analysis for someone wishing to develop a career in treasury or to develop their wider finance skills set and includes day to day management of treasury activities along with analysis and executive reporting. The role will act as a support to the team with ad hoc administration and regular project work.

Group Controllershship:

As an integral part of the Group Controllershship team, this role entails supporting the different finance processes that contribute to the monthly closing and consolidation within Travelport and how it all integrates to produce external consolidated financial statements. In addition, this role will provide support in the preparation and verification of the quarterly and annual consolidated financial statements reported to the SEC and various standalone statutory financial statements. Furthermore, this role will be involved in supporting the technical accounting team through doing research and assisting in applying the guidance to transactions and various ad-hoc projects. This individual will interact with the entire finance community, including tax, treasury, financial planning and analysis, financial operations and commercial finance.

Financial Operations:

The Financial Operations organisation is the centre of excellence for management and administration of financial transaction processing. Financial Operations are responsible for accounting of the financial results of the company, be it Revenue, Cost of Revenue (incentives) or Operating Expense, which includes payables and payroll. The roles in Financial Operations are designed to embed the fundamentals of accounting knowledge, including balance sheet reconciliations and ledger management, billing and cash collections, contract interpretation and administration. Financial Operations are responsible for the foundation for all financial accounting and reporting – as such the impact of these roles flows into all other financial disciplines.

What is Travelport looking for?

Whatever role you fill, Finance Interns must:

- Be working towards a 2:1 or above in a relevant degree
- Have a high degree of numeracy skills
- Have an excellent working knowledge of Excel
- Have experience of PowerPoint
- Be able to work independently, with the highest degree of accuracy
- Be able to work effectively with colleagues
- Be highly organised, with the ability to prioritise workloads
- Have excellent written and verbal communication skills
- Have an enthusiastic and driven approach
- Be able to work in a flexible and highly deadline orientated environment

Company Benefits

- Free on-site secure parking
- Free shuttle bus from/to Slough Train station and Hatton Cross Tube station
- Subsidised restaurant on-site
- Discounted gym memberships and employee pricing for top brands are available
- Free health and travel insurance on offer
- Subsidised social events on offer

Applications are now closed for the 2018/19 intake.