



Spanish Work Exchange Programme

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The S-W-E-P office is located on the island of Tenerife. We are organizing exclusive hotel internships across the Canary Islands, Spain, Mallorca, Ibiza, Malta, the Greek Islands and Costa Rica. Are you looking for exciting experiences abroad and valuable insights into the hotel business for your future career? Would you like to enjoy sunny weather and the beach during your leisure time? In that case you are exactly right here!

Hotel Internship in Malta: Finance Department (m/f/d)

- You will work 40 hours a week with 2 days off
- Free board and accommodation are provided by the hotel
- You will receive a remuneration of at least € 200 per month
- Internship period: minimum 2 months
- Start of your internship abroad: now or later

Your Tasks

- Supporting accounting and financial administration, including invoice processing, document management and recording financial transactions
- Assisting with budget planning, cost monitoring and financial reporting for various departments
- Conducting financial and data analyses, as well as basic statistical evaluations
- Handling internal and external communication and preparing reports, presentations and Excel spreadsheets
- Supporting purchasing activities and the day-to-day tasks of the Finance Department

Your Profile

- Student/Trainee in Tourism, Hotel Management, Marketing Management, International Management, Foreign Languages, Communication, Public Relations, Business Studies, etc.
- Open-minded, confident, communicative
- You have a positive attitude and you enjoy interacting with international guests
- English skills are required, further foreign languages are beneficial

Are you interested in completing an internship in Malta? Apply now for one of our hotel internships!

Please send us your CV in English to: info@s-w-e-p.com

Find further information on our hotel internship programme on our website: www.s-w-e-p.com

