**FINANCIAL/RISK MANAGEMENT DEPARTMENT**

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Tasks for Financial Department:

* Assist with month-end financial reports
* Management of internal risks
* Post journal entries
* Help with accounts receivables
* Payable and bank statement reconciliation
* Assist with internal audits
* Balance sheet analysis
* Work with the finance team on yearly forecast plan

Tasks for Risk Management Department:

• Designing and implementing an overall risk management process for the organization, which includes an analysis of the financial impact on the company when risks occur

• Performing a risk assessment: Analyzing current risks and identifying potential risks that are affecting the company

• Creating business continuity plans to limit risks

• Implementing health and safety measures, and purchasing insurance

• Building risk awareness amongst staff by providing support and training within the company

Required profile for the Financial/Risk Management department Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)

**LEGAL DEPARTMENT**

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Main tasks for the Legal department Internship:

* write terms and conditions of websites
* write contracts with suppliers and clients
* analyse the content of our websites whether they are legally correct
* contact with embassies for VISA process for our new non-European interns
* website disclaimers
* analyse the image rights for all the websites’ photos and logos

Required profile for the Legal department Internship: English and Spanish spoken is a plus

Remuneration (if any): none, commission basis on the sales

Start date: flexible (recruitment during all the year)

Length: flexible (according to the needs of the applicant between 1 to 6 month)