

# The Hotel of the Future

CityHub is a lifestyle brand that is exploring the uncharted waters of the hospitality industry. We cater to the wishes and needs of this generation of curious and savvy nomads and make sure to always stay one step ahead. Serving up the best of both worlds: travellers experience the comfort of a hotel combined with the feeling of community and the affordability of a hostel. But that's not all. CityHub integrates state-of-the-art technology with local superstars who connect travellers with the best the city has to offer. We have hotels in Amsterdam, Rotterdam, Copenhagen and Reykjavik, and we are working behind the scenes to conquer Europe.

We are currently looking for an intern to assist our Finance Team.

## What does it mean to be our intern?

You will be part of the CityHub HQ in Amsterdam and working alongside the Head of Finance & Administration and the Manager Financial Administration to handle a variety of financial and administrative tasks. You will mostly work from CityHub HQ in Amsterdam but it's also possible to work from home every now and then.

Next to assisting in ensuring that the day-to-day work in the Finance & Administration department is running smoothly, this internship is focussing on improving the department by coming up with new control mechanisms.

As a growing company, lots of things are changing and It's important that all our financial data is administered in a correct and timely fashion. CityHub has a lot of internal and external stakeholders. Your job is to contribute to the Finance & Administration department so that our data is of excellent quality and all stakeholders have access to the relevant financials in time. You have an eye for detail, a problem-solving attitude and enjoy improving and streamlining processes. You have a feeling for numbers, an analytical eye and working with Excel doesn't scare you.

## This is what you'll do:

- Assist in the day-to-day tasks of the Finance & Administration department
- Analyse monthly P&L statements
- Create budgets in our financial analysis tool
- Create reports and analyse data
- Update the business plan with the most recent data

- Come up with control mechanisms for month-end & year-end closings
- Create written manuals for financial & administrative procedures
- Cash & bank reconciliations

## **Next to all the things stated above, you are:**

- Available for 24-40h a week, for a minimum of 6 months
- Available to start in February 2026
- Based in the Netherlands
- An HBO or WO-student in the field of hotel management, business administration, economics, or related
- Full professional proficiency in English, both written and spoken. Dutch would be a bonus, but are not required
- Capable of working with Microsoft Excel
- Analytical and structured
- Fun to work with :)

## **What is in it for you?**

- A challenging and dynamic internship
- Internship allowance of €1000 (on full-time basis)
- A fun team and great office
- One holiday day build up per internship month

## **How's working with us?**

We said we are growing, we know, but we are still very young at heart and our start-up mindset will probably never abandon us. At CityHub the borders between departments are blurred, everybody is independent, but nobody works on their own island. We are involved to some extent in many things, and everybody has opinions on stuff. If you join us, you'll get all the basics: an intern remuneration, a nice office, the tools of the trade and the chance to learn. Next to that you'll have nice colleagues, an informal and fun working environment where your voice will always be heard. You will be invited to goodbye drinks, housewarming nights and highly competitive table tennis games.

We offer you a challenging position where you have the support to grow with us and the chance to experience a start-up working environment.

## **Apply now**

Is it you we are looking for? We can't wait to meet you.