

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

3 TRAINEESHIP POSITIONS OPEN within the Budget and Financial Affairs Service.

The [Budget and Financial Affairs Service](#) of the [European University Institute](#) based in Florence, Italy is looking for skilled trainees for a maximum period of 12 months.

The position offered is within the Financial Operations Unit of the BFA Service, which supports all administrative and academic units of the EUI in implementing the budget. The trainees will assist the Unit in its daily activities, providing general administrative support; collecting, checking and processing supporting documentation; initiating financial transactions (commitments, de-commitments, payments etc.) in compliance with the internal financial and administrative rules, using SAP accounting software.

Essential:

- High standard of spoken and written English
- Good command of MS Office applications
- Strong organizational, time management and problem-solving skills, attention to detail
- Good communication skills and ability to work as part of a multinational team in an international environment
- Ability to complete basic clerical and administrative tasks with minimal supervision
- Willing to learn and improve

Advantageous:

- University degree or diploma and/or professional experience in the field of Financial Administration/Accounting or similar
- Knowledge of SAP accounting software
- Knowledge of additional EU languages

Type and Duration

- Start of the traineeship: **Summer/Fall 2019**
- A period of a minimum of 3 months (a trial period) and a maximum of 12 months
- Full time (Monday to Friday, 40 hours a week)

Conditions for Eligibility

Candidates must:

Be nationals of a European Union member state, or of a candidate country which benefits from a pre-accession strategy (nationals of non-member states may be accepted depending on resources available); **AND**

A) Be studying for a first (post-secondary education) degree and be in the process of obtaining the qualification;
OR

B) Be involved in a vocational training programme; OR

C) Have obtained the above (A or B) qualification, **no longer than 18 months** prior to the beginning of the traineeship.

All rules governing the traineeship refer to the [President's Decision no.39/2013](#)

IMPORTANT: please note that persons who do not meet the conditions above should not apply and may not receive any response if they choose to do so.

Benefits

- Maintenance grant of €1.335 per month;
- Trainees recruited from outside Florence are entitled to reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;
- A discount of 40% for one lunch per day at the EUI canteen;
- Basic Italian language courses
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym, Participation in Public Seminars and Workshops.

How to apply:

Use the dedicated on-line form that can be found here: <http://apps.eui.eu/CS/External/stagiaires.jsp>

Please tick the **'Financial Administration'** box.

For more information on traineeships at the EUI: <https://www.eui.eu/About/JobOpportunities/Traineeships>

Should you have difficulties in sending your application, please send an email to the following e-mail address: Traineeships@EUI.eu

Budget and Financial Affairs Service
European University Institute
Via delle Fontanelle 19
50014 San Domenico di Fiesole (Florence) - Italy