

## EUI REMUNERATED TRAINEESHIP OPPORTUNITY

The [Budget and Financial Affairs Service](#) (BFA) of the [European University Institute \(EUI\)](#) is looking for skilled trainees for a maximum period of 12 months.

The European University Institute (EUI) is an academic and research institution funded by the European Union based in the Badia Fiesolana in San Domenico di Fiesole (Florence, Italy).

The position for traineeship is open within the BFA, which supports all administrative and academic units of the EUI in implementing the budget, ensuring sound financial management, and compliance with the internal financial and administrative rules. Using the EUI's financial management tools (SAP and in-house platforms) and under the supervision of EUI relevant staff members, the trainee will contribute to the Service's daily operations, mastering various tasks, such as:

- Assisting with budget management, visitor and mission requests, incoming invoices and credit notes, G/L balances, cost claims, and the drafting of contracts;
- Preparing expense calculations;
- Managing an in-house paperless platform for checking and processing of financial documents;
- Assisting with processing supporting documentation and information for audits, as well as with general administrative tasks, including document archiving.

The trainee will be assigned to assist the project of creating a BFA internal knowledge hub, and involved in other BFA projects depending on the trainee's profile.

### **Type and Duration:**

- 12 months (with 3 months probationary)
- Full time (Monday to Friday; 8 hours/day)
- Expected start of the traineeship: **October 2022**  
(a reserve list will also be set up to fill future open positions)

### **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. In accordance with [President's Decision no.10/2022](#), Ukrainian nationals are also eligible to apply;

AND

- Are studying for a first (post-secondary education) degree and be in the process of obtaining the qualification; OR
- Are involved in a vocational training programme; OR

- Have obtained the above qualification no longer than 18 months prior to the beginning of the traineeship.
- Have a good knowledge of one of the EUI's official languages and a satisfactory knowledge of another language, taking into account that English, French and Italian are the main working languages at the Institute.

All rules governing the traineeship refer to [the President's Decision no. 39/2013](#) and [President's Decision no. 10/2022](#).

### **Competencies required**

- High standard of spoken and written English;
- Good command of MS Office applications;
- Strong organisational, 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;
- Willingness to learn and improve.

### **Advantageous**

- University degree or diploma and/or professional experience in the field of financial administration or similar;
- Knowledge of SAP and/or other financial management tools;
- Knowledge of additional EU languages.

### **Benefits**

- Maintenance grant of **€ 1.380** per month;
- A discount of 40% for one lunch per day at the EUI canteen;
- Trainees recruited from outside Florence are entitled to reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;
- Access to EUI facilities: [Library](#), Reading Rooms, [Language Centre](#), Cafeterias and Canteens, Participations in the [Extracurricular Activities](#) and the [Public Seminars and Workshops](#).

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

### **TO APPLY:**

Fill in the [online application form](#) and upload documents (CV, cover letter) as requested. Only applications submitted through the online application form will be accepted. Your

application will be considered successfully submitted once you receive an automatic email confirmation.

Shortlisted candidates will be invited for an interview.

Deadline for applying: ~~30 June 2022~~ **31 July 2022 at 23:59 CEST.**

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

For more information on traineeships at the EUI visit the [webpage](#).

**Budget and Financial Affairs Service**

**European University Institute**