EUI REMUNERATED TRAINEESHIP OPPORTUNITY

The European University Institute (EUI) at a glance:

▪ an international organisation set up in 1972;

▪ a research university focusing exclusively on post-graduate, doctoral and postdoctoral studies, and advanced research;

▪ located in the hills overlooking the city of Florence, Italy.

The EUI also hosts the Historical Archives of the European Union.

The Accounting Service of the **European University Institute** (EUI) is looking for a trainee to support the work of the Service.

The trainee, under the supervision of EUI relevant staff members, will have to contribute to the work of the Service and will be assigned the following tasks:

- Daily insertion of third party master data, invoices and other data in the Accounting system (SAP);
- General office duties and support for the Accounting Service's activities;
- Specific tasks related to financial reporting, in particular the preparation of the EUI's Annual Accounts (prepared under the European Union Accounting Framework, based on the International Public Sector Accounting Standards – IPSAS);
- Ad hoc projects in the Accounting area.

Type and Duration

- 12 months
- Full time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: 1st November 2024, depending on availability and needs.

Conditions for Eligibility

Candidates must:

- Be nationals of the Member States of the European Union and of candidate countries benefiting from a pre-accession strategy. However, a limited number of nationals of non-Member States may be accepted on the basis of a specific agreement of the Secretary General and according to available resources. Under exceptional circumstances, specific traineeships can be made available solely to nationals of specific States, including EU and

non-EU States; In accordance with President's Decision no. 40/2023, Ukrainian nationals are also eligible to apply;

AND

- Have completed the first cycle of university studies and obtained a full degree or its equivalent by the closing date for applications. The minimum national qualifications required by the legislation in the country where the diploma was obtained are available here.
- Have obtained their last university diploma no longer than three years prior to the deadline for applications. The three years rule is not applicable for trainees enrolled in further university studies at the moment of their application for the traineeship at the EUI.

AND

- Have a good knowledge of English (CEFR level: B2 or above), and a satisfactory knowledge of another language of the European Union to the extent necessary to carry out the duties to be performed. .

All rules governing the traineeship refer to the President's Decision no. 16/2023.

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

Qualifications required:

- Knowledge in the financial and/or accounting area
- Knowledge of the MS Office suite, including excellent command of Excel

Advantageous:

- Knowledge in the Accounting area
- Knowledge of/or hands-on experience in the use of financial management tools: SAP software or similar

Competencies required:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results
- Initiative / Proactivity

See EUI's competency library available here

Benefits

- Maintenance grants of **€1,420** Euros per month;

- Upon presentation of the proper justification, trainees with disabilities may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant;
- Trainees are entitled to a discount in the EUI canteen. The exact amount of the discount is indicated on the website of the EUI;
- A remunerated trainee who is recruited from outside Florence is entitled to the reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship up to the ceiling defined on the website of the EUI; NB: Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance;
- Access to EUI facilities: Library, Reading Rooms, Language Centre, Cafeterias and Canteens, Participations in the Extracurricular Activities and the Public Seminars and Workshops.

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.

Deadline for applying: 30 September 2024 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

Please note only candidates invited for interviews will receive information on the selection status from the EUI.

For more information on traineeships at the EUI visit the webpage.

Contact details:

Accounting Service
https://www.eui.eu/en/services/accounting-service

Nancy Altobelli – Administrative Co-ordinator
nancy.altobelli@eui.eu

European University Institute