

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

Located in the Tuscan hills overlooking the city of Florence, Italy, the [European University Institute](#) (EUI) is a renowned transnational hub of interdisciplinary research and higher learning. Founded in 1972 by the members of the then European Communities, today the EUI is the leading institute in Europe dedicated to the social sciences and humanities. The three pillars of its activities are the training of early stage researchers through excellent research, policy-relevant research, and the training of current and future policymakers. The EUI also hosts the [Historical Archives of the European Union](#).

A traineeship position is open within the [Budget and Financial Affairs Service](#) (BFA), which supports all administrative and academic units of the EUI in implementing their budget, while ensuring sound financial management, and compliance with the financial and administrative rules. The successful trainee will be part of BFA's growing multicultural team, participating, learning, and contributing to diverse financial management tasks. The trainee may have the opportunity to be involved in special projects depending on the needs of the Service and the individual trainee's profile.

Main tasks:

- Assisting with daily financial operations, budget control, incoming invoices and credit notes, G/L balances, various cost claims working with the SAP accounting system;
- Checking and processing of travel orders and reimbursement requests via an in-house online platform;
- Preparing expense calculations;
- Drafting of contracts (external collaborators, researcher small jobs, etc.);
- Assisting with processing supporting documentation and information for audits, as well as with general administrative tasks;
- Learn and apply the financial and administrative rules and procedures governing an international intergovernmental organisation, as well as those applicable to different types of grants, including EU funded projects.

Type and Duration:

- 12 months
- Full time (Monday to Friday; 8 hours/day)
- Expected start of the traineeship: **1 June** or **1 September 2024**
(a reserve list will also be set up to fill future open positions)

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.10/2022](#), Ukrainian nationals are also eligible to apply;

AND

- Be studying for a first (post-secondary education) degree and be in the process of obtaining the qualification; OR
- Be 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. 16/2023](#) and [President's Decision no. 10/2022](#).

Qualifications and skills required

- Knowledge of English, both written and spoken (CEFR level: B2 or above);
- Good command of MS Office applications (in particular, Excel);
- Proven strong organisational, time management and problem-solving skills, attention to detail;
- Good communication skills and ability to work as part of a team; demonstrated through education, work or volunteering experience abroad, and aptitude to work in an international environment
- Willingness to learn.

Advantageous

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

Benefits

- Put into practice knowledge acquired during studies, particularly in the specific areas of competence;
- Gain experience in both an international institution and research university;
- Develop innovative and creativity skills highly valued by future employers;
- Improve language skills, interpersonal and inter-cultural teamwork skills;
- 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 Professional Training, [Public Seminars and Workshops](#) and [Extracurricular Activities](#).

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.

Deadline for applying: **14 April 2024 at 23:59 CEST**.

Shortlisted candidates will be invited for an interview.

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

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

Budget and Financial Affairs Service

European University Institute