

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. Committed to global engagement, diversity, inclusiveness, and improved accountability, the EUI fosters a collaborative and forward-thinking environment that connects scholars and policymakers worldwide. 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 selected candidate, 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: 1 September 2025

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 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. 4/2025](#), 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;
- 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 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. 4/2025](#).

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

Requirements:

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

Advantageous:

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

Candidates invited for an interview may also be assessed on the basis of the following competencies:

All staff at the EUI share the following competencies:

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

See the EUI's competency library available [here](#)

Benefits

- Maintenance grant of **€ 1,480 per month** (as of 1 January 2025);
- Reimbursement of travel expenses incurred at the beginning and end of the traineeship (for trainees recruited outside of Florence);
- 40% discount on one lunch per day at the EUI canteen;
- Access to EUI facilities: [Library](#), Reading Rooms, [Centre for Academic Literacies and Languages](#);
- Participation in professional training, [public seminars, workshops](#) and [extracurricular activities](#), including wellbeing initiatives;
- Opportunity to apply academic knowledge in a practical work environment, particularly in relevant areas of expertise;
- Experience in an international institution and research university, becoming part of a vibrant and dynamic multicultural community;
- Development of creativity and innovation skills;
- Improvement of organizational and time management skills;
- Enhancement of language skills, interpersonal communication, and intercultural teamwork abilities.

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 June 2025, at 23:59 CEST

Should you have difficulties in submitting 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:

European University Institute

Accounting Service

<https://www.eui.eu/en/services/accounting-service>

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