

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.

A traineeship position is open within the [Budget and Financial Affairs Service](#) (BFA), where we support all administrative and academic units in budget implementation, ensuring sound financial management and compliance with financial and administrative regulations. As a trainee at BFA, you will join its growing multicultural team, gaining hands-on experience while contributing to diverse financial management tasks.

Main tasks:

- Assisting with daily financial operations, including budget control, processing incoming invoices and credit notes, managing G/L balances, and handling various cost claims using the SAP accounting system;
- Checking and processing travel orders and reimbursement requests through an in-house online platform;
- Preparing expense calculations and ensuring accuracy in financial records.
- Drafting contracts for external collaborators, researcher's small jobs, and other engagements;
- Supporting the preparation and processing of financial documentation for audits and assisting with general administrative tasks;
- Learning and applying the financial and administrative rules and procedures governing an international intergovernmental organization, including those relevant to various grants and EU-funded projects;
- Contribute to special projects, particularly in digitalization, automation of financial processes, and process mapping, depending on the needs of the Service and your individual profile;

Type and Duration:

- 12 months;
- Full time (Monday to Friday; 8 hours/day);
- Expected start of the traineeship: **1 September 2025**
(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. 4/2025](#), Ukrainian nationals are also eligible to apply;
- 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.

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.

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.

Qualifications and skills required

- Strong 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 and adapt to new challenges.

Advantageous

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

Other Benefits

- Maintenance grant of **€ 1,480 per month**;
- 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.

Application deadline: 30 April 2025 at 23:59 CET.

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

Should you have difficulties in submitting 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