

## EUI REMUNERATED TRAINEESHIP OPPORTUNITIES

The [European University Institute](#) (EUI), founded in 1972 and located in Florence, Italy, is a treaty-based post-graduate institution dedicated to advanced research and training with a unique European focus. 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 European University Institute seeks candidates for future traineeship positions** in support of the work of the [Accounting Service](#), the [Budget and Financial Affairs Service](#), and the [Internal Audit Office](#).

A description of tasks and specific requirements for each profile is provided in annex.

- [Accounting Trainee](#)
- [Finance Trainee](#)
- [Internal Audit Trainee](#)

### **Benefits**

- Maintenance grant of **€1,540 per month\*** (as from 1st January 2026).  
*\*See up-to-date figures [here](#).*
- 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 learning opportunities, [public seminars](#) 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;
- Improvement of organisational and time management skills;
- Enhancement of language skills, interpersonal communication, and intercultural teamwork abilities.

### **Type and Duration:**

- 12 months
- Full time (Monday to Friday; 8 hours/day)
- Starting date of the traineeship: **1 September, each year.**

### **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. 67/2025](#), 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. 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 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. 67/2025](#).

***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.

**Candidates invited for an interview may also be assessed for 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

**Competencies related to the posts:**

- Initiative/proactivity
- Resilience
- Innovation
- Interpersonal skills
- Adaptability

### **TO APPLY:**

Fill in the [online application form](#) and upload documents 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: **15 May at 23:59 CEST, each year** (for September's intake)

**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](mailto:Traineeships@EUI.eu)

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

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## **A) Accounting Trainee**

The [Accounting Service](#) (ACC) manages the EUI's accounts in accordance with applicable financial principles, rules and procedures, and ensures the treasury management function through the proper implementation of payments and revenues.

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

- Daily insertion of third-party master data, invoices and other data in the Institute's 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.

### Requirements:

- Good command of English (written and spoken), at B2 level or above;
- Knowledge of operations in the financial and/or accounting area;
- Knowledge of the MS Office suite, including an excellent command of Excel.

### Advantageous:

- Knowledge of/or hands-on experience in the use of financial management tools, such as SAP software or similar.
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## **B) Finance Trainee**

The [Budget and Financial Affairs Service](#) (BFA) supports all administrative and academic units in budget implementation, ensuring sound financial management and compliance with financial and administrative regulations.

The selected candidate(s), under the supervision of EUI relevant staff members, will contribute to diverse financial management tasks, as part of a growing multicultural team, and will be assigned the following 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.

### Qualifications and skills required

- Good command of English (written and spoken), at B2 level or above;
- Solid knowledge of MS Office, especially Excel (basic formulas, tables, structured data);
- Strong organisational skills with the ability to manage time effectively, solve problems and work with accuracy and attention to detail;
- Good communication skills and a collaborative mindset – gained through studies, international experiences, teamwork, or volunteering;

- Curiosity, motivation to learn, and openness to taking on new challenges in a dynamic environment.

### Advantageous

- University degree, diploma, or relevant professional work experience in financial administration or a related field;
  - Proven knowledge of SAP and/or other financial/ERP tools;
  - Interest in financial data analysis, reporting and digital tools used in financial management;
  - Knowledge of additional EU languages.
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### **C) Internal Audit Trainee**

The [Internal Audit Office](#) (IAO) supports the EUI in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The selected candidate, under the supervision of EUI relevant staff members, will contribute to the work of the Office and will be assigned the following main tasks:

- Assisting with daily auditing operations, sampling transactions, statistically processing data, editing draft reports, keeping follow-up records, and retrieving data from SAP and other ICT systems;
- Checking and processing data via the IDEA auditing tool;
- Preparing calculations and ensuring accuracy in financial records;
- Drafting communication messages, maintaining documentation, and recording activities, interview minutes, reviewing information regarding audit engagements;
- Supporting the preparation and processing of data related to the evaluation of internal risk and control management exercises;
- Contributing to the organization of assurance, quality and advisory projects, reviews for the certification of externally funded projects, particularly in digitalization, automation of processes, and process mapping, depending on the needs of the Office and individual competence available.

#### Qualifications and skills required

- Good command of English (written and spoken), at B2 level or above
- Solid knowledge of MS Office applications (in particular, Excel), as well as tools for data analytics and graphic design;
- Proven strong organisational, time management and problem-solving skills, attention to detail and confidentiality;
- Good communication skills and ability to work as part of a team – demonstrated through education, work or experience abroad, and aptitude to work in an international environment;
- Willingness to learn and adapt to new challenges.

### Advantageous

- University degree and professional practice or work experience in business, financial, legal administration or a related field;
- Proven knowledge of SAP and/or other data analytics and/or financial management tools;
- Experience in records management, text editing, drafting and proofreading reports.