



TRAINEESHIP AT CEDEFOP

Would you like to gain professional experience in an international environment?

Cedefop, the EU Agency based in Thessaloniki, offers a 9-month traineeship starting on 01/10/2017.

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	Finance & Procurement and Accounting
Project description	The Finance Procurement and Accountancy services strive to ensure an efficiently run organisation where funds are utilised effectively, efficiently, transparently and reported accurately
Project outputs / outcomes	Updated and accurate budget monitoring system Accurate year end accounting entries. Assurances of the accuracy of the fixed asset register. Procurement processes are run effectively and transparently and the associated documentation is prepared and filed accurately.
The trainee's main duties and tasks	Budget execution monitoring and projection to ensure effective use of monetary resources. Calculation of year-end adjustments, accruals, prepayments and pre-financing. Controlling the accuracy of the fixed asset register. Improving the presentation and content of annual accounts, financial and management reports. Reviewing financial operations to establish synergies and assisting in the documenting procedures Ensuring compliance of the filing and archiving of the services' documentation with the established records management policies. General financial duties. Assisting the operation of the procurement service, ensuring consistency and completeness of the Agency's procurement reporting system.
Expected learning outcomes	Experience the day to day operations and reporting requirements of an agency's finance and accounting dept. Knowledge of the ECs financial rules and regulations, budgetary accounting and its connections with financial accounting. Experience of calculating accruals and prepayments establishing year-end adjustments in line with the principle of matchings. Understanding of inventory controls and the accurate calculation of depreciation. Understanding of the accounting cycle with its built-in

	checks and controls. Exposure to procurement processes in public funded institutions, procedures to ensure transparency and fair competition.
ESSENTIAL REQUIREMENTS	
Academic background	Degree preferably in a numeracy-based subject.
DESIRABLE	
Experience/exposure	Experience in an accountancy firm

For further information and on-line application please visit:

<http://www.cedefop.europa.eu/EN/working-with-us/Traineeships.aspx>



Deadline for the submission of applications **22/06/2017 at 14.00 Greek time (CET+1).**

Only applications submitted on line will be accepted.