

## **PROJECT SUPPORT TEAM INTERNSHIP**

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European Schoolnet (EUN) is looking for an intern to join the Project Support Team in Brussels. The position will give the opportunity to the candidate to gain experience in the financial and administrative management of European projects and on the planning and executing of audit assignments.

### **MAIN TASKS:**

- Follow up of internal and external audits and preparation of documents and information required as part of the audit process and requirements
- Set up and monitor financial project reporting systems and procedures and ensuring project budgets are properly and fully utilized.
- Implementation of projects' compliance to contractual and administrative requirements of the funding organizations and that any legal issues are timely and correctly dealt with.
- Ensuring the implementation of internal procedures for the management of projects by EUN.
- Preparing (annual/interim) cost statements for projects and ensuring that expenses are properly incurred and are fully eligible under various rules of the funding bodies.
- Monitoring public and private funding opportunities and assisting in the preparation of project proposals and tenders.

### **PROFILE AND SKILLS:**

The applicant should have/be:

- Graduate, preferably in management, accountancy, finance or law
- Fluent written and spoken English, other languages, particularly French, would be an asset
- Excellent computer skills (MS Office especially in Excel, accountancy/project management systems is a plus)
- Strong organisational skills, ability to meet tight deadlines, excellent numerical skills
- Financial monitoring and project management experience (costing, budgeting, reporting, tracking etc.) is a plus
- Previous experience in audit assignments is a plus
- Excellent organisational skills with the ability to work with people from different cultures and backgrounds
- Problem-solving attitude and ability to react to fast changing situations promptly and appropriately
- Ability to work independently as well as part of a team.

## ABOUT EUROPEAN SCHOOLNET:

European Schoolnet ([www.eun.org](http://www.eun.org)) is the network of 34 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society. In particular, we pledge to:

- Support schools in achieving effective use of ICT in teaching and learning
- Improve and raise the quality of education in Europe
- Promote the European dimension in education

## USEFUL INFORMATION:

**Duration:** 6 months' internship starting as soon as possible.

**Deadline for applications:** 04 May 2018.

**Benefits:** a stipend of 1000 €/month net will be allocated for the duration of the internship.

**Location:** European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.

## HOW TO APPLY:

Please send your **CV** and **motivation letter** in English to [pst@eun.org](mailto:pst@eun.org) with the subject line **Project Support Team Intern/April 2018**. The motivation letter should show how your background and interests fit the tasks planned for this internship. Make sure to include the Vacancy Reference in the subject of the email and file names.

## PLEASE NOTE:

- Interviews will take place either in Brussels or at distance.
- Due to the volume of applications, we regret to be able to only notify pre-selected candidates.