

Project Support Team Internship

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
- Setting up and monitoring 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.
- Assisting in the filing system of project folders.

PROFILE AND SKILLS:

- Graduate, preferably in Business administration, 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
- Previous experience in EU projects (Horizon2020, Erasmus+) is a plus
- Knowledge/experience in accounting rules in Belgium – Belgian GAAP is a plus
- 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) 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 starting as soon as possible

Deadline for applications: 15 February 2020

Benefits: 1000 EUR per month

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

HOW TO APPLY:

A letter of application and CV should be sent in English to jobs@eun.org by **15 February 2020**, with the subject line Project Support Team Intern/February 2020.

Please note that interviews will take place as soon as possible either in Brussels or at a distance. Due to the volume of applications, we will only be able to notify pre-selected candidates.