

Internship – Project Support Team

European Schoolnet 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

Assisting with:

- the filing system of project folders.
- 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.
- preparation of project proposals and tenders.

PROFILE AND SKILLS

The right candidate should have the following:

- Graduate, preferably in Business administration, management, finance or similar.
- 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 are a plus).
- Strong organisational skills, effective file management, ability to meet tight deadlines, excellent numerical skills.
- 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.

- Knowledge of EU (European Union) projects (H2020, Erasmus+) and financial regulations is a plus
- Previous experience in audit assignments is a plus.

USEFUL INFORMATION

- **Duration:** 6 months starting as soon as possible
- **Deadline for applications:** Until the post is filled
- **Benefits:** 1000 EUR per month
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium¹.
- Applicants must be EU citizens or possess a valid work permit for Belgium.
- Interviews will take place as soon as possible either in Brussels or at distance.
- Due to the volume of applications, only pre-selected candidates will be notified.

HOW TO APPLY

Please send your **CV** and **motivation letter in English**, as one single file to jobs@eun.org. The motivation letter should show how your background and interests fit the tasks planned for this position.

- Make sure to include the Vacancy Reference in the subject of the email (Ref: Project Support Team Intern)
- The file should be named: LASTNAME FirstName – Vacancy Reference.

ABOUT EUROPEAN SCHOOLNET

[European Schoolnet](http://eun.org) is the network of 33 European Ministries of Education, based in Brussels. As a non-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. We pledge to support schools in achieving effective use of ICT in teaching and learning;

¹ EUN offers up to three days per week working from home (Brussels-based location) in agreement with the line manager

improve and raise the quality of education in Europe; promote the European dimension in education.

ABOUT THE PROJECT SUPPORT TEAM

The Project Support Team (PST) is responsible for the financial monitoring and contractual compliance of projects within the organisation, as well as contract management, financial reporting and the administration of external financial audits.