

The European GNSS Agency (GSA) provides university students and graduates with a unique and first-hand experience of the workings of the European Navigation Satellite Systems, EGNOS and GALILEO in particular, and of the EU institutions in general.

“Finance/Accounting/Grants Traineeship”

1. Description of the traineeship

The European GNSS Agency (GSA) announces a traineeship opportunity for new graduates in Europe. The traineeship shall aim principally to aid in supporting the daily operations of the Finance department.

The traineeship will take place at the GSA headquarters in Janovskeho 438/2, Prague 7, Czech Republic and shall last preferably from **1 January 2018 to 30 June 2018**. The traineeship contract shall be concluded for 6 months, which may be extended for further 3 months (maximum twice) or further 6 months (maximum once). The maximum duration of the contract is therefore 12 months. However the GSA reserves the right to conclude individual contracts according to which the traineeship commencement/end will deviate from the above dates specified.

The Finance Department is seeking two separate profiles; however some crossover between the profiles may be requested.

Finance/Accounting traineeship:

The trainee will be expected to carry out the following duties under supervision:

- Perform financial viability checks for external parties bidding in the Agency’s procurement and grant procedures, as well as assist in the follow-up of such calls for tenders/proposals
- Assist with regular controls on the accounting environment and regularly reconcile specific accounts as requested
- Participate in the elaboration of mechanisms/reports to automatize the accounting treatment of financial data
- Assist in the provision of guidelines to GSA staff on accounting and/or financial issues
- Assist in the setting up of quality processes as well as monitor and provide regular reports on the achievement of key performance indicators
- Contribute to the collection and/or preparation of the necessary information for audits, as well as assist in the arrangement of meetings
- Assist in administrative tasks (e.g. filing, archiving)
- Other relevant finance/accounting tasks, as required

Finance/Grants traineeship:

The trainee will be expected to carry out the following duties under supervision:

- Assist the Head of Finance and her assignees in the financial implementation of grants
- Provide support in the collection, assessment and follow up of financial part of grant project reports
- Perform financial viability checks for external parties bidding in the Agency's procurement and grant procedures, as well as assisting in the follow-up of such calls for tenders/proposals
- Maintain financial databases
- Contribute to the collection of the necessary information for audits
- Provide general administrative support, including document archiving, drafting and formatting of financial documents
- Assist in the setting up of quality processes as well as monitor and provide regular reports on the achievement of key performance indicators
- Assist in administrative tasks (e.g. filing, archiving)
- Other relevant finance/grants tasks, as required

The trainee will work with the following technologies:

Previous knowledge required:

- MS Office Word
- MS Office Excel
- MS Office Outlook

No previous knowledge required:

- SAP – ABAC Accounting
- ABAC Workflow
- SAP Business Objects – ABAC Data Warehouse

2. Admission and selection criteria

The traineeship is open to applicants who have not previously undertaken a traineeship at the GSA and who meet the following requirements:

A. Admission criteria

- Nationality of any Member State of the European Union and Norway
- Possess or pursue a recognized post-secondary or higher education degree (university education or equivalent), evidencing completion of a full cycle of study, or in the case of candidates who are at the end of their studies, an official attestation from their university or school stating the marks obtained
- Some initial experience in one of the areas of work of the Agency obtained either through specialisation as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or through professional experience or a previous traineeship
- Thorough knowledge of English, both spoken and written and a satisfactory knowledge of another language of the European Union

- A clean criminal record

B. Selection criteria

- University studies in Accounting, Business Administration/Management, Economics, or a very closely related field
- Good knowledge through training or experience in Financial Accounting/Financial Management
- Good command of MS Office Excel
- Ability to deal with confidential matters professionally
- Ability to work autonomously
- Proactivity and ability to adjust to new tasks in a demanding work environment

3. Application Procedure

Candidates must submit their application electronically. The application must be composed of a signed **CV in Europass format**¹ and a motivation letter (maximum one page).

Candidates are requested to send their application in English, the working language of the GSA.

Applications must be sent to jobs@gsa.europa.eu by **9 November 2017 at 23:59**² and the subject title of the email should include **"SURNAME Name Finance/Accounting/Grants Traineeship"**.

Only complete applications containing the above mentioned documents and sent within the deadline will be taken into consideration.

GSA applies equal opportunities and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

4. Selection Procedure

The Head of the Finance department will nominate the department's evaluators to carry out the selection of the most suitable candidates. The evaluators will assess the admissible applications and select those best matching the selection criteria required for this traineeship. The best admissible candidates may be invited for a phone/video interview, which may include other appropriate testing.

¹<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>.

² Candidates are reminded not to wait until the final days before the closing date of applications' submissions. The Agency cannot be held responsible for any last-minute malfunction due to any overflow of the mailbox.

Engagement for a traineeship will be decided by the Agency's Appointing Authority on the basis of a list of suitable candidates proposed by the evaluators. The established list may be used for other similar traineeships depending on the Agency's needs.

All applicants will be informed about the outcome of their application. If an application is unsuccessful, candidates may re-apply to future vacancies for which they satisfy the criteria.

Applicants have the right to file a complaint to the European Ombudsman³ or send an application to the General Court of the European Union⁴, should they consider they have been adversely affected by a particular decision.

If at any stage during the procedure it is discovered that any of the information a candidate has provided is incorrect, the candidate in question will be disqualified.

5. Conditions of the traineeship

Trainees receive a monthly grant for full-time traineeship of €1,000.00⁵. If the traineeship is part-time, the grant will be proportionate.

Trainees may also be entitled to the reimbursement of their travel expenses from/to their place of origin.

Trainees shall be responsible for organising their own sickness insurance against health risks and their own accident insurance.

Before the start of the traineeship, the candidate will be required to provide the following documents:

- proof of nationality
- diplomas or academic qualifications needed to prove s/he satisfies the admission criteria
- an excerpt from police records
- a medical certificate confirming that s/he is fit for work and free of any contagious diseases
- documents showing that the trainee has public or private cover for accident insurance and sickness insurance against health risks for the entire duration of the traineeship period
- a statement indicating whether the trainee is in receipt of a grant or other subsistence allowance from another source and if so, the amount of these grants or allowances

For detailed information about rights and obligation related to traineeships, please refer to the *Decision of The Executive Director on the Rules governing the Traineeship Scheme of the European GNSS Agency*⁶.

³ <http://www.ombudsman.europa.eu>

⁴ http://curia.europa.eu/jcms/jcms/Jo1_6308/

⁵ The official European Commission rates will automatically apply for grants paid in non-Euro accounts. All bank charges for incoming payments shall be carried by the trainee.

⁶ [GSA/H R/2015/2 11965](http://www.gsa.europa.eu/GSA/H R/2015/2_11965).

6. Data Protection

The purpose of processing of the data submitted by candidates is to manage each application in view of selection and recruitment as a trainee at the GSA. The personal information requested from applicants will be processed in line with Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18th December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.