



EUROPEAN CENTRAL BANK

EUROSYSTEM

Position Details

Traineeship (graduate level)

Reference 2013-238-TRA EXT

Function

The Accounting and Procurement Division and the Financial Reporting and Policy Division form part of the Directorate General Administration of the European Central Bank (ECB). Both Divisions are seeking applications from recent graduates or students who are close to completing their studies to participate in a traineeship for a period of six months.

- The Accounting and Procurement Division is responsible for maintaining the general ledger, recording and processing payments, conducting all related tax activities and maintaining the fixed asset accounts, as well as for advising on, overseeing and monitoring ECB procurement activities.
- The Financial Reporting and Policy Division is responsible for producing the financial statements of the ECB and the Eurosystem, as well as the accounts relating to the ECB's financial assets. It also provides the ECB and the European System of Central Banks with expertise in the fields of financial analysis and accounting policy.

The traineeship aims to give successful applicants the opportunity to gain experience in the day-to-day operations of some of the ECB's administrative functions.

If assigned to the Accounting and Procurement Division, the trainee would:

- contribute to the daily work of the Division, by being involved in the various daily processes (account entries, system workflows, documentation filling, etc)

If assigned to the Financial Reporting and Policy Division, the trainee would:

- contribute to the daily work of the Division by being involved in the various daily processes (e.g. reconciling accounting data, recording accounting vouchers, etc);
- contribute to the production of ECB and Eurosystem financial statements;
- provide support for financial analysis and the monitoring of policy issues.

Qualifications and experience

Applicants must have the following knowledge and competencies:

- The traineeship is aimed at students who have just finished, or are close to completing, university studies (Bachelor or Master's) with a specialisation in the field of accounting, finance or a related discipline.
- Knowledge of financial markets and financial instruments would be an asset.
- advanced command of English with proven drafting ability;
- a good knowledge of at least one other official language of the EU; for the traineeship with the Accounting and Procurement Division, a basic command of German would be an asset;
- a working knowledge of MS Office, in particular Word, Excel and PowerPoint.

Competencies

The successful candidate will have the following behavioural competencies:

- communicates ideas in an effective manner and ensures mutual comprehension;
- manages his/her own workload independently, without burdening other team members unnecessarily;
- embraces new technology and processes with enthusiasm;
- shows commitment to the achievement of organisational goals;
- delivers agreed results within tight time frames;
- prioritises tasks and pays attention to detail, even when under time pressure;
- ability to work as part of a team in a multicultural environment.

Closing Date for Applications: 02.12.2013

Further Information

To enable the recruiting Division to fulfil its function, the successful applicant may occasionally be expected to work non-standard hours.

Traineeship of 6 months, with the possibility of an extension to up to 12 months in total.

How to apply

Applications are to be made in English and submitted using our online application form. An "Applicants' Guide" can be downloaded from our recruitment pages.

The recruitment process may include a pre-screening exercise and a telephone interview.

Before applying, applicants should check that they meet the conditions set out in Article 3 of the rules governing the traineeship programme:

[http:// www.ecb.europa.eu/ecb/jobs/pdf/traineeship_programme.pdf](http://www.ecb.europa.eu/ecb/jobs/pdf/traineeship_programme.pdf).

Further information on the ECB's traineeships can be found at <https://www.ecb.europa.eu/ecb/jobs/apply/html/index.en.html>.

Applicants are accepted from nationals of the Member States of the European Union.

The requirements laid down in the vacancy notice must be met by the closing date for applications.