

THE URBACT EUROPEAN PROGRAMME SECRETARIAT IS LOOKING FOR AN INTERN IN THE FIELD OF FINANCE

The URBACT Programme

URBACT is a European programme that facilitates exchanges between cities to promote sustainable urban development. It enables cities to work together to build solutions to the big urban challenges they are facing today. It asserts that cities have a key role to play in tackling the increasingly complex issues in European societies. It helps cities to home in on trailblazing, pragmatic, long-term solutions that address the economic, social and environmental aspects of urban development. This programme also shares best practices and lessons learned from exchanges with all city professionals across Europe.

URBACT counts more than 500 cities in 29 countries and 7,000 local stakeholders.

Description of the internship

URBACT is looking for a Financial Intern to assist the Secretariat, in particular the Finance Pole in the administrative and financial closure of project Calls 1 and 2 and in the update of Presage-cte, the on-line application for management and monitoring of European territorial cooperation programmes. We are looking for an individual (F/M) with a high level of organization and a keen eye to detail with advanced English language skills who would like to acquire project management skills, gain cross cultural awareness and learn how to work in a culturally diverse workplace.

Main task

1. Project closure

- Ensure that the projects budgets per budget category and per partner are respected;
- Make sure financial information in the projects entered in Presage-cte is complete and updated;
- Contact Project Partners to collect the missing information;
- Create and complete a closure document for projects in Presage-cte

Other tasks

2. GoA meeting – meeting with EU 27+2 second level control (audit) national representatives

- Manage the ESPON, INTERREG IVC and URBACT registrations at the meeting of the Group of Auditors to be held on 14 and 15 November 2013 in Paris;
- Participate in the drafting of the convention between the 3 programs for this meeting

3. URBACT III – future programme in period 2014-2020

- Assist in the preparation and organisation of the official documents to be submitted for URBACT III

Profile

- Interest in European funds as well as in European affairs and/or urban issues;
- Excellent written and spoken English;
- Working knowledge of French;
- Very good planning skills, ability to work under pressure and to meet deadlines, ability to work independently;
- Attention to details;
- Very good written and verbal skills;
- IT skills (MS Office, Excel, Word, etc.) – knowledge of Presage a bonus

Additional Information

Duration and starting date

6 months ideally starting 1st October 2013

Internship conditions

Internship must take place within a training programme. An internship convention will be signed between URBACT, the school/University and the intern.

Internship allowance: 436,05 € per month + contribution to local transport and meal vouchers.

Workplace

URBACT Secretariat

5, rue Pleyel 93283 Saint Denis cedex

(M° Carrefour Pleyel)

To apply

CV + cover letter (in English or in French) exclusively by email to:

t.picquart@urbact.eu and c.ethuin@urbact.eu

Deadline: 13th September 2013

URBACT II

URBACT is a European exchange and learning programme promoting sustainable urban development.

It enables cities to work together to develop solutions to major urban challenges, reaffirming the key role they play in facing increasingly complex societal challenges. It helps them to develop pragmatic solutions that are new and sustainable, and that integrate economic, social and environmental dimensions. It enables cities to share good practices and lessons learned with all professionals involved in urban policy throughout Europe. URBACT is 500 cities, 29 countries, and 7,000 active participants

www.urbact.eu



EUROPEAN
PROGRAMME
FOR
SUSTAINABLE
URBAN
DEVELOPMENT

