



**Job Title:** Trainee - Strategic Planning & Analysis

**Full/Part time**

**Job ID:** 103559

**Location:** Luxembourg

The **European Investment Fund** is seeking to recruit for its **Strategic Planning & Analysis Division, Finance Department**, at its headquarters in **Luxembourg**, a

### **Trainee**

For a period of 5 months to start as soon as possible.

#### **Purpose:**

The Trainee shall help the Budget Officer in the strengthening of the Activity Based Costing model and in the analysis of existing procurements.

#### **Responsibilities:**

- Participate in the collection and assessment of internal data;
- Participate in the analysis of the data;
- Highlight the interventions needed;
- Check and maintain current databases.

#### **Expected outcome:**

- Prepare an analytical report on internal expenses.

#### **Qualifications:**

- University degree (or on-going studies at advanced stage) preferably in a business, management control or finance related field.

#### **Technical/Professional Knowledge & Skills required:**

- Understanding of EIF's products/activities;
- Good financial and accounting background;
- Excellent IT skills: Excel (incl. VBA), data analysis, PowerPoint, Word;
- Prior experience in banking/finance and/or familiarity with budgeting processes would be a plus;
- Good knowledge of costing models such as Activity Based Costing model would also be an advantage.

#### **Competencies:**

- Capacity to handle IT applications, analyse and synthesize data;

- Rigor and sense of details;
- Good drafting and synthesis skills;
- Fluency in English; knowledge of further EU languages considered an asset;
- Good interpersonal skills;
- Ability to work productively;
- Demonstrate initiative, capability to work autonomously under given objectives and organise own work effectively even under time pressure.

**Deadline for applications: 1<sup>st</sup> November 2016**

Applications are accepted ONLY via our portal: <https://erecruitment.eib.org>

\* Due to high volume of applications, only candidates selected for interviews will be contacted.