



Trainee profile

Assistance with the closure of the IOC accounting year

The International Olive Council (IOC) is seeking a young university graduate in business management or similar (if possible, someone who has acquired some initial experience in the sector during their course of study) for a three-month paid internship beginning on 1 March 2017. This will be an opportunity to work in a multi-cultural, multi-lingual and multi-ethnic environment and to put into practice what you have learned during your studies.

The profile and the tasks of the potential trainee are described below:

Profile and prerequisites

CANDIDATES MUST:

- Be a citizen of one of the Members of the IOC (Algeria, the EU, Morocco and Tunisia);
- Hold a four-year degree or equivalent qualifications in business administration, with a specialisation in the field of accounting or similar;
- Have a thorough knowledge of the Spanish General Accounting Plan and of the EU legislation in force;
- Have a good knowledge of the Spanish tax system;
- Have a good knowledge of Excel;
- Have a thorough knowledge of Spanish and of at least one of the two IOC working languages (English and French);
- Be in good health.

IT WILL BE CONSIDERED AN ASSET

- To have some initial work experience;
 - To have a command of other official IOC languages (Arabic and Italian).
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Tasks

The main tasks of the trainee, who will report to the Head of the Financial Unit, will be:

- To participate in the closure of the budgetary and financial accounts of the IOC (2016 financial year);
- To participate in the opening of the accounts for the 2017 financial year.

Duration of the traineeship

Three months. The scheduled starting date is 1 March 2017.

Deadline for applications

23 February 2017 (deadline for the receipt of dossiers by post or email).

A cover letter must be submitted together with the completed application form and supporting documents.

Reference document

Rules governing the official traineeship scheme of the International Olive Council (available on the IOC website).

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