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## Trainee profile

### Assistance with the preparation of IOC budgetary and financial accounts

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 four-month renewable paid internship beginning on 1 September 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<sup>1</sup>;
- 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<sup>2</sup>.
- Show initiative and be proactive.

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<sup>1</sup> The list of IOC Members may be consulted at <http://www.internationaloliveoil.org/estaticos/view/103-list-of-ioc-members>

<sup>2</sup> The official languages of the International Olive Council are Arabic, English, French, Italian and Spanish.



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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 preparation of the budgetary and financial accounts of the IOC (2017 financial year);
- To participate in the preparation of the budgetary and financial accounts of the IOC (2018 financial year).

The trainee will report to the Head of the Financial Management Unit.

## Duration of the traineeship

Four months in 2017, with the possibility of an extension of a maximum 6 months in 2018, subject to budgetary availability.

The scheduled starting date is 1 September 2017.

## Deadline for applications

**21 August 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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