



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 three month renewable paid internship beginning on 1 October 2018. 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 IOC¹;
- 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 a good knowledge of at least one of the two IOC working languages (English or 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 languages².
- Show initiative and be proactive.

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

² 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 (2018 financial year);
- To participate in the preparation of the budgetary and financial accounts of the IOC (2019 financial year).

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

Duration of the traineeship

Three months in 2018, with the possibility of an extension of a maximum six months in 2019, subject to budgetary availability. The scheduled starting date is 1 October 2018.

Deadline for applications

20 September 2018 (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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