



UNIVERSITY OF ALMERIA - FINANCIAL OFFICE

TRAINEESHIP OFFER

INSTITUTION/SERVICE OR AREA	UNIVERSITY OF ALMERIA / FINANCIAL OFFICE
LOCATION	Ctra. De Sacramento s/n, La Cañada de San Urbano, 04120, Almería (Spain)
MAIN ACTIVITY	Manage the accounting of the University of Almería.
TRAINEESHIP OFFERED	Administrative support in budget management, income, invoices, payments, accounting, treasury and tax obligations.
NUMBER OF PLACES OFFERED	2
NUMBER OF WORKING HOURS PER WEEK	25
STUDENT PROFILE	Good level competence in languages (Spanish and English). Good computer skills. Ability to multi-task and to work in team.
TYPE OF STUDIES	Any relevant discipline related to one or more of the next study areas: economic, business, tax, accounting, etc.
LEVEL OF STUDIES	Undergraduate or postgraduate student Recently graduated
LANGUAGE	Good command of Spanish and English.
NATIONALITY	Any
STARTING DATE	April
DURATION	6 months (excluding August when the internship will be interrupted)
FINANCIAL ASSISTANCE	400 € per month (except August)
ERASMUS FOR PLACEMENT GRANT	To be applied at the home institution
ACCOMMODATION	The University will provide assistance for finding accommodation if necessary.
DEADLINE	13/03/2020 (dd/mm/yyyy)
ATTACHMENTS	Applications should include a CV, letter of interest and language certificate.
RESPONSIBLE TUTOR	JOSE F. IZQUIERDO VILASECA Head of Financial Office
CONTACT	Fundación de la Universidad de Almería International Traineeships. PITA +34950015975 pextran@fundacionual.es