

Caritas Europa (CE) is the network of 49 organisations from 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 165 Catholic relief, development and social service organisations. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to analyse and fight poverty and social exclusion and to promote true integral human development, social justice, and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with, people in need to transform society into a more just and inclusive civilisation. Caritas Europa recognises the need for mutual learning and innovation in all we do.

In order to support Caritas Europa's Institutional Development work, the Secretariat based in Brussels is offering a

INSTITUTIONAL DEVELOPMENT INTERNSHIP (financial and administrative support)

**Agreement with the ELP fellowship program of JESC
Full time – 5 months**

Mission

The intern will support the Institutional Development Unit in the implementation of the annual work plan. The intern will more specifically support with the financial planning and reporting requirements of the organisation. S/he will contribute to the preparation of the annual budgeting for 2023 and financial reporting of the year 2022 in accordance with internal and external regulations. S/he will support the work of the Budget and Compliance (B&C) officer in the financial planning process and control cycle of Caritas Europa, including the reporting on projects co-financed by the European Union. The intern will be able to benefit from learning opportunities.

The intern will be part of the Institutional Development Unit and will report to the Unit Director.

Key tasks

The intern will:

- Assist the B&C officer in the daily financial work.
- Help the B&C officer with the financial planning and control cycle of Caritas Europa.
- Contribute to ensure a proper storage of all administrative documents.
- Support the other units, with the financial reporting of institutional grants.
- Participate in unit and team meetings.

Profile:

- Bachelor/Master student in Economics, Administration, Management, Finance, Political Science, EU/international studies, European Law, or related field;
- Fluent in spoken and written English, preferably with good command in some other European language(s). The working language is English;
- Good interpersonal and communication skills;
- Reporting skills;
- Self-motivated, helpful and dedicated team player, able to take responsibility and initiative;
- Result oriented;
- Good IT and computer skills in all Windows applications.

Caritas Europa is committed to safeguarding people from exploitation and abuse in its work and has specific policies on this commitment which outlines the expected behavior and the responsibility of all staff. We follow safe recruitment practices according to our safeguarding policies.

Any candidate offered a position within Caritas Europa will be expected to sign the Code of Conduct as an appendix to their contract and agree to conduct themselves in accordance with its provisions.

The internship is linked to participation in the European Leadership Programme (ELP). For ELP related questions contact Ms. Fehéreková at assistant@jesc-elp.eu. For questions related to the position at Caritas contact msomers@caritas.eu. Apply at: www.jesc-elp.eu.