

Announcement for an Accounting & Administrative Intern

ECF is looking for a motivated Accounting & Administrative Intern to join its team in Brussels

About the European Cyclists' Federation (ECF)

- We are the single European umbrella federation of member-based **civil society organisations** advocating and working for **more and better cycling**.
- We promote cycling as a **sustainable** and **healthy** means of transport and leisure.
- With more than 60 member organisations from over 40 countries, we harness the power of **European cycling movements** as the only voice at the pan-European level.
- We are based in Brussels and our roots are in Europe, but the challenges we face are global, and we are ready to meet them as the **world's largest and best-known** cyclists' advocacy organisation.

Internship description

We are seeking a motivated Accounting & Administrative Intern to work closely with our Director of Operations to ensure the smooth running of our organisation.

This internship offers a valuable opportunity to gain hands-on experience and develop skills across a wide range of operational areas, including Finance & Accounting, Office Management, and Human Resources. You will be working in a friendly, international, and multicultural environment for a mission-driven organisation that makes a positive and lasting impact.

Main tasks of the internship include:

- **Supporting Financial Processes:** Assist in accurately recording financial transactions by entering invoices and other financial data into the organisation's internal accounting system.
- **Assisting with Accounting Tasks:** Contribute to various accounting duties, including preparing and sending invoices, as well as managing and streamlining financial documentation.
- **Supporting Office Operations:** Help ensure the efficient running of the office by managing the office inbox, maintaining and updating databases, and other administrative tasks as required.

What do we offer?

You will have a place in Europe's and the world's largest pro-cycling federation to promote cycling as the healthiest, most climate-friendly and efficient means of transport and leisure. This internship offers a unique chance to learn and grow within an organisation that is making a significant impact.

Your internship will be based in an office located in the heart of Brussels, surrounded by friendly, passionate, and international colleagues. We provide comprehensive training throughout your internship, ensuring you develop valuable skills and gain extensive knowledge in the field.

We offer a **full-time, 6-month internship** paid €1,035 monthly. This is a professional internship agreement, according to Belgian law, called *Convention d'immersion professionnelle* (FR) or *Beroepsinlevingsovereenkomst* (NL). It includes a clear description of the tasks and the expected competences acquired by the end of the internship.

Candidates must be eligible to work in the EU (European Union) and able to live and work in Belgium during their internship. The candidate should be able to start in **November 2024**.

Who are we looking for?

- A fluent English speaker (knowledge of French is a plus);
- A highly organised person with excellent attention to detail, with interest in financial management;
- a person with experience using Microsoft Excel spreadsheets, who is confident in creating and managing financial data;
- A highly motivated individual with an open-minded, pro-active attitude and a willingness to learn;
- A person with strong ethical standards, ready to work in an international and multicultural environment;
- Someone who resides in Belgium and has the legal right to work in Belgium.

How to apply?

Please send a CV and a short cover letter in English in one PDF file to hr@ecf.com with the subject line "First Name Last Name - Accounting & Administrative Intern" **by Monday, 23rd of September 2024** (EOD). Early applications are encouraged, as interviews will be conducted on a rolling basis.

The chosen candidate will ideally start on **4th of November 2024**.

Due to the high number of applicants expected, only shortlisted candidates will be contacted.

Disclaimer

ECF is an equal opportunity employer and encourages applications from all qualified candidates irrespective of race and ethnicity, opinions or beliefs, sex, gender, sexual orientation, health, or disabilities.