

THE URBACT EUROPEAN PROGRAMME SECRETARIAT IS LOOKING FOR AN INTERN – SUPPORT FOR THE ACCOUNTING FUNCTION OF THE URBACT IV PROGRAMME

The URBACT Programme

URBACT is a European programme that facilitates exchanges between cities to promote sustainable urban development. It enables cities to work together to build solutions to the major urban challenges they are facing today. It asserts that cities have a key role to play in tackling the increasingly complex issues in European societies. It helps cities to develop trailblazing, pragmatic, long-term solutions that address the economic, social and environmental aspects of urban development within network of cities. This programme also shares good practices and lessons learned from exchanges with all city professionals across Europe.

Description of the Internship

In the Interreg 2021-2027 programming period, the accounting function plays a crucial role in ensuring the proper financial management of the programme, in compliance with EU regulations. It is primarily governed by Regulation (EU) 2021/1060, which lays down common provisions for EU funds, including Interreg, as well as Regulation (EU) 2021/1059 specific to Interreg programmes. At URBACT Managing Authority the accounting function is internalized and is essential for ensuring that EU funds are managed transparently, efficiently, and in compliance with Interreg regulations, safeguarding the integrity of financial data throughout the programme's lifecycle.

Under the supervision of the **Senior Finance and Audit Officer**, the intern or volunteer will support the **accounting function of the URBACT Programme**, with a particular focus on the preparation of **annual accounts**, the **development and improvement of monitoring tools**, the **tracking of national contributions** from the Programme's Member States, and acting as a **review officer** on specific tasks.

Main tasks

- Assist in the preparation of the **provisional and final annual accounts** of the Programme, in compliance with the **Interreg regulations** applicable to the **2021-2027 programming period**.
- Ensure consistency and compliance checks of **financial data** included in the accounts.
- Support the proper implementation of procedures and compliance with **internal deadlines, Audit Authority deadlines, and regulatory deadlines set by the European Commission**.
- Draft **summaries and recommendations** for the internship supervisor in case of discrepancies or anomalies.
- Contribute to the **improvement of an Excel-based monitoring tool** for better financial data management.
- Assist in the **development of an interactive accounting function timeline**.
- Support the **updating of financial tracking tables**.

Profile

- Master's level student or recent graduate in finance, accounting, audit, public administration, or European affairs management.
- Minimum C1 level in English (written and spoken) is required.

- Proficiency in another EU language is an asset.
- Proficiency in Excel is a plus.
- Ability to work both independently and within a team.
- Capacity to adapt to an international environment.
- Possibility to travel in Europe¹

Additional Information

Duration and starting date

6 months, ideally starting as soon as possible

Internship conditions

Internship must take place within a training programme. An internship convention will be signed between URBACT, the school/University and the intern.

Internship allowance will be around 560€ per month + 50% of local transport costs.

Workplace

URBACT Secretariat
20 avenue de Ségur,
75007 Paris

Or

Agence Nationale de la Cohésion des Territoires (Lille)
2 Bd de Strasbourg,
59000 Lille

Application

Application (CV and Motivation letter in English) should be sent by e-mail until 11 August 2025 to:
recrutement.ANCT@anct.gouv.fr and t.gherca@urbact.eu .

¹ Candidates are invited to check with their universities that they are allowed to travel in Europe and to confirm this to the Secretariat.