

# Administrative support from qualified professionals



*4-week internship with the option of employment*

## Your benefits

- Qualified, job-ready profiles
- Fast support for your team
- Practical experience in real working conditions
- Flexible to fit your needs



## Where interns can contribute

- ✓ Bookkeeping & Accounting support
- ✓ Business correspondence
- ✓ Exel reporting
- ✓ Back-Office
- ✓ Team / project assistance
- ✓ HR administration

## Internship details

- Part of the Zarabina asbl training programme "Secrétariat Comptable"
- ✓ Unpaid internship placement
- ✓ Legally structured and clearly defined
- ✓ Insurance via the programme
- ✓ Fixed periods (May / Nov-Dec)

## Points to consider

- ➔ 4 weeks is too short! ➔ Enough time to spot potential.
- ➔ Sensitive data? ➔ GDPR is included in the training.
- ➔ No opening right now? ➔ Offer experience. Open perspectives.

**Let's talk — no commitment.**

# Further details about the training programme

## “ADMINISTRATIVE AND ACCOUNTING ASSISTANCE”

### Programme and schedule:

-  318 hours of training
-  4 weeks internship
-  Software  
Sage BOB, Peppol, Office 365, AI-Tools

### 2 sessions in 2026:

-  Course: February - April  
**Internship: 4 May - 28 May 2026**
-  Course: August–November  
**Internship: 9. Nov - 3 Dec 2026**

### The courses are organized by Zarabina and are divided into four thematic blocks:

#### Fundamentals & digital tools (72 hours)

- Advanced office software (Microsoft 365)
- Collaboration, organisation & digital document management
- Artificial Intelligence (ChatGPT, Copilot)

#### Practical application with Sage BOB (102 h)

- Data entry & automation
- Payments & bank reconciliations
- VAT, tax returns & FAIA
- Financial reports & dashboards

#### Luxembourg accounting (84 hours)

- Day-to-day accounting & PCN, cost & budget accounting
- Taxation & Luxembourg legal framework
- Payroll management, electronic invoicing

#### Organisation & applications (60 hours)

- Time and priority management
- Competence management, applications and interview preparation
- Internship preparation

 30 hours per week, 2.5 months  
Monday to Friday, 9:00 a.m. to 3:00 p.m.

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### After completing the courses, participants gain further experience through an internship:

- Placement organized by Zarabina in a partner company (fiduciary firm, SME, ASBL)
- Objective: practical application of accounting and administrative skills
- Feedback interview at the end of the internship

 40 hours per week, 4 weeks  
Hours depend on the host company

 Depends on host company



Total duration : 3.5 months

Number of participants per session: 12

*Target group: job seekers with a high school diploma and/or administrative experience; French proficiency at B2 level.*



The training programme is funded by the Ministry of Labour and is free of charge for participants.



LE GOUVERNEMENT  
DU GRAND-DUCHÉ DE LUXEMBOURG  
Ministère du Travail

# SECRÉTARIAT COMPTABLE

## Internship process

### Preparation

- Company agreement to offer an internship placement
- Information on the desired intern profile and the internship plan
-  Matching process carried out by Zarabina and submission of the intern's application
- Interview and final acceptance
-  Signing of the internship agreement

### Internship

- Period :
  - from Monday, 4 May to Thursday, 29 May 2026 **and/or**
  - from Monday, 9 November 2026 to Thursday, 3 December 2026
- Final review meeting (max. 45 minutes), organised flexibly on-site or remotely (video conference, e.g. MS Teams), between the company supervisor, the intern and representatives of Zarabina, scheduled during the final week of the internship.

### Follow-up

- Internship evaluation
- Issuance of a qualified internship certificate