



Interested in  
hosting an intern ?

## INTERNSHIP IN ADMINISTRATIVE AND ACCOUNTING ASSISTANCE

Help future employees integrate into the workplace

### Who is it for?

People seeking employment or career change following a 3.5-month training course in accounting secretarial work, including a 4-week internship in a company.

### You are:

A company or organisation with an **administrative or accounting department** that:

- can offer training assignments in accordance with Article L. 152-4 of the Labour Code (unpaid internship)
- wishes to welcome and assess future employees in a real working environment

### When?



**4 May - 28 May 2026**  
4 weeks



**9 Nov - 4 Dec 2026**  
4 weeks

Each period is for a separate group. You can host an intern for one or both periods.

### Examples of internship tasks:

- Review and pre-post supporting documents
- Enter and file invoices
- Archive paper and digital documents in accordance with the GDPR
- Reconcile delivery notes and invoices
- Update lists and reports in Excel
- Perform various administrative and reception tasks
- Use Microsoft 365 tools and artificial intelligence applications

### Your benefits:

- Trained and motivated interns
- Unpaid internship
- Insurance via participant status

### Interested

Contact Zarabina asbl  
Mail: [formation-sc@zarabina.lu](mailto:formation-sc@zarabina.lu)  
Tel: +352 26 55 12 13 -1  
<https://www.zarabina.lu/>





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, 28 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