



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
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