

# Traineeships at the IBFD's Knowledge Centre

## How long does a traineeship last?

As each training programme is specifically designed to meet the requirements of both the IBFD and the individual, a programme can last anything from 1 week to 1 year.

## What sort of work will I be involved in?

The following list isn't exhaustive, but should give you a good general idea.

- Researching relevant tax and investment information and drafting news reports based on this information
- Preparing abstracts of articles on domestic or international tax
- Updating or writing country chapters describing the general tax system or addressing the tax treatment of specific topics in taxation
- Answering client information requests concerning specific questions as to the (international) tax treatment of certain situations
- Involvement in comparative tax research
- Assisting in the preparation of lectures on specific topics

## What can I expect in return?

- A programme will be designed for each trainee who is accepted. The trainee will be mentored by one or more tax specialists, who, on completion of the programme will prepare a report on the traineeship.
- The IBFD assumes that the trainee will continue to be paid by their employer and that students still enjoy their grants/allowances. To cover any additional expenses, the IBFD pays an allowance of EUR 500 per month (full time traineeship).
- Subject to availability, trainees can attend one course at the International Tax Academy during their programme, up to a maximum value of EUR 2000.
- Unlimited use of the IBFD's Library and Information Centre, which holds the worlds largest collection of publications and articles related to international and comparative taxation.

## Requirements

- Education at academic level covering domestic and/or international tax law (including attending such education in an advanced stage)
- Good command of English (English is the language of all IBFD publications and reports and is the primary means of communication amongst IBFD staff)

## Next Steps

- Further information about the IBFD and what we do is available on our website [www.ibfd.org](http://www.ibfd.org)
- To find out about working life at the IBFD take a look at our brochure, IBFD Uncovered available at [www.ibfd.org/portal/Vacancies.htm](http://www.ibfd.org/portal/Vacancies.htm)
- Complete our application form online at [www.formdesk.nl/ibfd/trainee](http://www.formdesk.nl/ibfd/trainee)

## Further Information

If you have any further questions please send an email to [hr@ibfd.org](mailto:hr@ibfd.org) and we'll be happy to help.

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