



PÁZMÁNY

Pázmány Péter Catholic University
Faculty of Information Technology and Bionics



ERASMUS+ INTERSHIP

AI-BASED FINANCIAL PROCESS DEVELOPMENT

The Finance Office of the **Pázmány Péter Catholic University (PPKE), Faculty of Information Technology and Bionics** (Pázmány ITK) is seeking a motivated, open-minded and reliable **Erasmus+ intern** to support our team in an AI-based financial process development.

As an Erasmus+ intern, you will gain hands-on experience in the fields of finance and administration in Budapest, Hungary's stunning capital city. This is a fantastic opportunity to broaden your professional competencies, improve your language skills, and enhance your CV with international experience.

Please note: this internship opportunity is **only available through the Erasmus+ program**.

Your tasks and responsibilities will include:

- Analyze the existing financial and administrative processes of the ITK economic department and identify areas where artificial intelligence-based tools can be applied.
- Select, test, and customize AI tools (e.g., data processing, automatic registration, text analysis, document processing) to the needs of the economic department.
- Practical implementation and integration of the selected AI tools into the daily financial and administrative workflows of the finance department in order to speed up processes and make them more efficient.
- Creating automated solutions in areas such as database comparison, account management, data recording, and SAP reporting.
- Preparing user guides, manuals, and internal training materials for finance department staff on how to use the new tools.
- Training and supporting employees in the daily use of AI tools, organizing personalized training sessions.
- Fine-tuning the implemented solutions and developing proposals for further development.
- Consultation with the University's IT experts and the Finance Office to ensure long-term sustainability.

What we offer:

- A welcoming and supportive work environment at a renowned Catholic university
- Professional development in finance, administration, IT, and organizational skills
- Close collaboration with the Finance Office and the University's IT experts
- The chance to shape your tasks based on your strengths and interests
- Living in Budapest, one of Europe's most beautiful and dynamic cities
- Subsidized accommodation at the university dormitory, located in the heart of Budapest, alongside other international students

General information:

- Receiving institution: Pázmány Péter Catholic University, Budapest, Hungary (Erasmus code: HU BUDAPES12); website: itk.ppke.hu/en
- Duration: 3-8 months (negotiable)
- Commitment: full-time
- Financial contribution: Erasmus+ internship grant should be requested from the sending university
- Accommodation: subsidized university dormitory place
- Application deadline: applications are accepted until the position is filled; start date is flexible

We are looking for a candidate who:

- Is eligible for an Erasmus+ internship (to be applied for at the home university)
- Studies or has experience in Applied Computer Science, Computer Engineering or a related field
- Interested in optimizing financial and administrative processes
- Has excellent Hungarian and/or English communication skills (written and spoken)
- Is proactive, with a hands-on approach and a positive attitude
- Has a creative mindset and enjoys coming up with fresh ideas
- Thrives in a team environment and is eager to contribute

Preferred (but not required):

- Can use Java and Python or other languages like C++, JavaScript or SQL
- Studies at a Catholic education institution or has a Catholic background
- Has experience with AI agents or tools
- A recommendation letter from a professor is an asset

How to apply:

If you wish to become our intern, please send your CV, language certificate(s), and motivation letter to ***international.office@itk.ppke.hu*** with the subject line "Application for Erasmus internship". The application material may be submitted either in English or in Hungarian.

We will conduct online interviews with the most promising candidates. You will be notified of the outcome of your application within a few days after the interview.

