



## ERASMUS+ TRAINEESHIP FORM

**Profile of the Host Department /Service at CUT:**

Revenue Office, Finance Services

### Main Responsibilities

**Please provide a short Description of the main responsibilities of the trainee:**

*Example of a short description of responsibilities follows:*

*"This role is a unique opportunity for ambitious interns to build their career in the Finance Service Department. Working alongside with your mentor/s you will be involved in all kinds of activities related to the University's Revenue Office, including the following responsibilities:*

- process financial transactions associated with university's various services
- issue of Sales Orders / Invoices
- record and write receipts for any money collected
- reconcile accounts receivables and Debtors balances
- prepare and mail customer statements
- check deposits for revenues and deposit funds on a daily basis

### Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship

**Please provide a short Description: Click or tap here to enter text.**

*"This is a unique opportunity for the trainee to gain insight and knowledge on the accounting processes of a governmental organization and any laws and regulation may be applicable. The trainee by the end of the traineeship period, is expected to have basic skills in recording financial information in our accounting system, reconcile balances with external information and successfully keeping all record in our books.*

Responsible Contact Person/Mentor throughout the Traineeship Period:	
Please provide the name and email address of the responsible contact person mentor/ throughout the traineeship period:	
Falia Beltsou falia.beltsou@cut.ac.cy	
Working Hours	
38 hours/week- 5 days a week	
Provisional Start date and End date ( dates are subject to approval by the Sending Institution)	
Start Date:    /    /	End Date:    /    /
Required Qualifications	
Desired Level of Studies <i>Accounting, Finance, Management</i>	
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Post-graduate <input type="checkbox"/> Doctoral <input type="checkbox"/> Recent Graduate <input checked="" type="checkbox"/> No preference	
Linguistic Skills <i>(Please refer to the desired linguistic skills, e.g. Fluency in English both oral and written and/or other languages)</i>	
Fluency in Greek both oral and written Good use in English both oral and written	
Academic and Other Qualifications <i>(Please refer to the desired academic qualifications)</i>	
<ul style="list-style-type: none"><li>• Educated to at least undergraduate level in Accounting and Finance or Business Administration with basic accounting knowledge</li><li>• Proficiency in Computer Skills and general accounting software</li><li>• Strong attention to detail</li><li>• Highly efficient</li><li>• Ability to meet deadlines</li><li>• Ability to multitask and change priorities with minimum supervision</li><li>• High level of communication and interpersonal skills</li><li>• High level of organizational, analytical and problem-solving skills</li></ul>	
Application Procedure and Deadline	
If all of the above sounds exactly like you then send us your CV and a brief cover note explaining: <ol style="list-style-type: none"><li>1. Why you would like to have an Erasmus+ traineeship period at CUT.</li><li>2. Why you feel you would be ideal for the role.</li></ol> Email us at <a href="mailto:incoming@cut.ac.cy">incoming@cut.ac.cy</a> with Subject Title: ERASMUS+ traineeship@CUT Deadline:	