



ERASMUS+ TRAINEESHIP FORM

Profile of the Host Department /Service at CUT:

Financial Services for Research Programs:

The Office is responsible for the financial management of various types of Research Programs, awarded by the Cyprus University of Technology. The Programs are funded by National and European Bodies such as Research Promotion Foundation and European Commission. The University participates either as a coordinator or as a subcontractor, giving its print to high profile researches. The Office makes all the necessary transactions related to the financial management and accounting treatment of the Programs (budgeting, receipts, payments, reports).

Main Responsibilities

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

Job Description:

The successful candidate will have the opportunity to participate in the financial management of Research Programs that as mentioned before enjoy high international visibility and scientific value. Cyprus University of Technology is currently running more than 80 Research Programs, collaborating with top performing Universities and Organizations. The position requires a person who will:

- Receive bank documents regarding the Program's Budget and prepare the accounting entries for the funds received (from National and European Bodies).
- Contact Program's funding source and participants for various matters (budget transfers, reports).
- Receive information about the world-wide Meetings and Conferences occurred and provide relevant reimbursement calculation.
- Prepare the relevant documents and accounting entries for payments and transfers to the bank.
- Prepare Interim and Final Financial Reports for the University and the Participants (Cost Statements).
- Provide Academics' support regarding the Program's financial issues.
- Overall Office support.

Previous experience is not required. The successful candidate will be trained accordingly. Attitude for quick learning is a basic skill.

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship	
Please provide a short Description:	
<p>Knowledge:</p> <ul style="list-style-type: none"> - Excellent use of Greek or English Language. - Excellent use of Microsoft Office and Excel. - Basic understanding of Book-keeping and Accounting will be considered as an advantage. - Experience of SAP software use will be considered as an advantage. <p>Skills:</p> <ul style="list-style-type: none"> - Good Communication and Interpersonal skills. - Professionalism and consistency. - Integrity and confidentiality. - Organizational skills. - Ability to meet deadlines 	
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:	
<p>Name: Antis Loizou Email: antis.loizou@cut.ac.cy Position: University Officer Tel: 00357 25 002370</p>	
Working Hours	
38 hours/week- 5 days a week	
Working days and hours are flexible under the following conditions:	
Days: Monday, Tuesday, Thursday, Friday	Hours: 8:00 - 15:00
Wednesday	Hours: 8:00 - 18:30
Provisional Start date and End date (dates are subject to approval by the Sending Institution)	
Start Date: Click here to enter text.	End Date: Click here to enter text.
Required Qualifications	
Desired Level of Studies <i>(Please choose-multiple choices are possible)</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>	
Excellent use of Greek or English Language.	
Academic and Other Qualifications <i>(Please refer to the desired academic qualifications)</i>	
<ul style="list-style-type: none"> - Bachelor's Degree (any field). - ECDL Diploma will be considered as an advantage. - LCCI Diploma (any level) will be considered as an advantage. 	

Application Procedure and Deadline

If all of the above sounds exactly like you then send us your CV and a brief cover note explaining:

1. Why you would like to have an Erasmus+ traineeship period at CUT.
2. Why you feel you would be ideal for the role.

Email us at incoming@cut.ac.cy with Subject Title: ERASMUS+ traineeship@CUT

Deadline: (to be filled by the Erasmus Office)

