



ERASMUS+ TRAINEESHIP FORM

Profile of the Host Department /Service at CUT:

Payments 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 Payments Office, including the following responsibilities:

- process of financial transactions associated with university’s various services
- process of financial transactions related to invoice payments
- reconcile accounts payables with creditors statements
- communicate with University members and third parties
- Perform any other task related to the Payments office work.

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 the ERP system (SAP), reconcile balances with external information and successfully keeping all records.

Responsible Contact Person/Mentor throughout the Traineeship Period:

