

Erasmus+ Work Placement Offer Form

| EMPLOYER INFORMATION | | |
|----------------------------------|---|----------------------------------|
| Name of organization | CYAUSE Audit Services Ltd | |
| Address | Themistokli Dervi 41 | Gladstonos 47 Aristotelous Court |
| Postal Code | 1066 | 3040 |
| City | Nicosia | Limassol |
| Country | Cyprus | |
| Telephone | (+357) 2233 6321 | |
| Website | https://www.cyprusaccountants.com.cy/ | |
| Contact person(s) | Mrs Fivi Tramountanelli | |
| Contact e-mail(s) | ft@cyprusaccountants.com.cy | |
| Number of employees | 10 | |
| Year of foundation | 2011 | |
| Short Description of the Company | Our firm, CYAUSE Audit Services Ltd is equipped with in-depth knowledge and experience in the taxation, audit and assurance field. The CYAUSE Audit Services Ltd is an, accredited by the ACCA, Accounting Audit and Assurance firm with offices in Nicosia and Limassol in Cyprus. We provide services as International Tax Planning Engagements, Company Incorporations, Accounting, Audit and Assurance Engagements. | |

| PLACEMENT INFORMATION | |
|------------------------------|---|
| Department / Function | Accounting & Finance |
| Description of activities | <p>Bookkeeping entries, bank and suppliers reconciliation, prepare accounting analysis report and assist in the smooth operation of the company</p> <p>Administrative duties (e.g. filing, registrations with various government departments), assistance to the accounting and audit teams, article writing and assisting in business development.</p> |
| Start Date | Anytime from March 2025 onwards |
| Duration | 6 months |
| Working hours / Weekly hours | 8 hours per day / 5 days per week |

| | |
|---------------------------------|--|
| City | Nicosia |
| Help with finding Accommodation | Students to make own arrangements |
| Financial Contribution | €250,00 Euros net per month |
| What do we offer | <ul style="list-style-type: none"> - Work in a pleasant international environment. - Opportunity to develop in a leading company and join a team gaining valuable experience. - Possibility of employment after completion of the internship. |
| Personal Liability Insurance | Not provided |

REQUIREMENTS

| | |
|----------------------------------|---|
| Application documents | If you are interested in an Erasmus Work Placement in our Company please send your CV and Motivation letter (max. 300 words) to ft@cyprusaccountants.com.cy |
| Oral and written language skills | Greek (level: C2) English (level: B2) |
| Computer skills | <ul style="list-style-type: none"> • MS Office: Word, Excel, Outlook, PowerPoint • Experience with accounting software will be considered an advantage |
| Drivers license | Not necessary |
| Application deadline | None. Applicants can send in their applications at any time throughout the year. |

SELECTION PROCEDURE

| | |
|----------------------|---|
| Video-call Interview | After reception of applications, candidates will be contacted for a video call interview. |
|----------------------|---|