

## ERASMUS+ TRAINEESHIP OPPORTUNITY AT UCLAN CYPRUS

### FINANCE OFFICE TRAINEESHIP DESCRIPTION

- Basic Bookkeeping
- Filing
- Suppliers and other Reconciliations

### REQUIREMENTS

- Good English communication and at least basic knowledge of spreadsheets

### PERIOD

- 1 to 3 months during **July 2023 to October 2023**

*PLEASE EMAIL [ERASMUS@UCLANCYPRUS.AC.CY](mailto:ERASMUS@UCLANCYPRUS.AC.CY) FOR FURTHER INFORMATION OR TO EXPRESS YOUR INTEREST!*