



Dear Sir/ Madam

I am looking to hire a trainee for a 6 - 9 month period **starting from September 2015**. I am quite flexible for the duration of the internship as long as it for a minimum of six months. Maybe some of your students would be interested in a trainee placement in France. ***The placement is only for students.*** Here is a quick description of the placement:

1 - Internship description:

- accounting (electronic booking of client and supplier invoices, the bank statements and the cash in hand account, controlling of the accounts and the documents)
- Balance sheets (preparation of annual accounts, development and control of the balance sheet)
- developing and updating a website, if students have some knowledge, but not obligatory

The internship can be held partly in English and partly in French. ***French Knowledge is not obligatory.*** Knowledge in accounting would be an advantage, but isn't obligatory. Working time is 37.5 hour per week, from Monday to Friday.

2 - Description of my office

I am a chartered accountant, with my own office. I have a small office and I work solely with an assistant. I have already worked with many German and English students during the last four years.

My office has clients in different areas of business including restaurants, shops and craftsmen. The office is located in Sanary-sur-mer, a town on the Mediterranean coast, about 50 km east from Marseilles and 150km west from Nice.

3 - Duration of the placement

It would begin in September 2015 for 6 - 9 months.

4 - Salary offered

The payment will be € 436 net per month. Accommodation will be provided in a flat near the office, free of charge except electricity, water...

If there are any interested students, would they please send their students CV as well as a picture by email. Thank you for your help.

Yours sincerely

Lionel de Moncuit