

## EMILIA CONSTANTINO

### SUMMARY

Over 10 years experience in the audit and advisory services of financial services companies and banking institutions, including funds and other regulated investment firms.

Extensive knowledge and technical expertise in the application of International Financial Reporting Standards and regulatory compliance frameworks.

Gained experience in relation to the internal audit function of investment firms in Cyprus and the provision of consulting services in relation to regulatory reporting matters.

Interacted with the provision of advice and assistance to a wide range of funds, including formation and licensing procedures.

Actively involved with insolvency options offered to foreign interest and Cyprus registered companies providing services which include accounting, tax, administrative and other support services.

### EDUCATION

#### **2003: University of Cyprus (Nicosia)**

*Business Administration (Accounting), Hons*

#### Memberships:

- ✓ ACCA: FCCA (Fellow Member)
- ✓ ICPAC: Member
- ✓ CIFA: Cyprus Investment Funds Association

### WORK EXPERIENCE

#### **November 2014 to Today: SCORDIS, PAPAPETROU & Co (Corporate Services) Ltd, Nicosia**

##### **Client Manager**

Scordis, Papapetrou & Co (Corporate Services) Ltd offers accounting services to a selected portfolio of clients with Cyprus registered companies for whom it is more efficient to outsource their accounting needs.

Portfolio and project manager for audit/accounting engagements of local and international group of companies, with advisory services provided such as:

- Accounting / IFRS consulting
- Tax Advice
- Tax Compliance
- Tax Due Diligence
- Liquidations

Involved in: Accounting, Audit, Direct Tax (Corporation and Income Tax), VAT, International Financial Reporting Standards (IFRS), Liquidation

## **April 2005 to November 2014: K. Treppides & Co Ltd, Nicosia**

### **Senior Manager**

K. Treppides & Co Limited is a partnership of Public Certified Accountants, which offers audit, tax, accounting, consulting and financial advisory services to international companies.

I started working as an auditor – ACCA trainee. Through hard work and dedication, I was promoted to a Senior Manager Position.

### **Areas involved**

#### ***External Audit***

Objective: Audit the financial statements of the portfolio of companies assigned to me with integrity, objectivity and independence.

- Budgeting and assignment of tasks
- Review staff work and monitor fieldwork progress
- Providing training to junior auditors and audit supervisors
- Multitasking
- Analytical and Organizational Skills
- Consultation of clients in relation to accounting / audit / tax issues

Handled a portfolio of clients and involved in projects of:

- Banking Industry
- International Business Industry
- Cyprus Investment Firms (CIFs)
- Financing and Holding of Investments

#### ***Internal Audit***

Improved the way procedures were followed and the reporting to clients.

Training and development of staff through proper implementation of procedures.

Enhancing knowledge on CySEC Law and Directives and improve knowledge on internal audit requirements.

#### ***Insolvency Methods***

##### *Liquidations*

- Liaising with accountants, auditors and tax authorities, as well as the registrar of companies so as to undertake the necessary steps to dissolve the companies in the most efficient manner.

##### *Receiverships*

- Steps undertaken for appointment of Receiver / Manager in cases where Companies were in default of financial arrangements and facilities provided by the Bank, and the Bank holds a floating charge over the operations of the Company.

#### ***Fund Administration***

Training and development of staff through proper implementation of the applicable Laws and procedures set out.

Aimed in enhancing the knowledge on CySEC New AIF Law and requirements.

#### ***Departmental and Office Procedures***

Implementing Departmental Procedures that aim the improvement of the Department and functionality of the office.

## ***Office and Staff Development***

- Internal and external seminars prepared and presented, to both Company staff and clients.
- Provide professional experience to IFRS issues that affect client business and specific transactions through technical support and advice on their implementation.
- Preparation of et-Learnings which enabled the staff to be updated on various technical issues and at the same time earn continues professional development (CPDs).
- Preparation of IFRS memos and Newsletter Alerts in relation to updated IFRSs issued.
- Preparation of Manuals, Schedules, Procedures, Letters, Reports, Alerts and Memos
- Procedures set for the recoverability of debtors, so as to promptly chase for settlement of amounts due.
- Actions taken so as to create staff awareness and Company procedures to be structured and followed through the departments.

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## OTHER SKILLS AND QUALIFICATIONS

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- Languages: Excellent Knowledge in Greek and English
  - Computer Literate: Word, Excel, Outlook, PowerPoint, Spreadsheets, Internet, Caseware
  - Secretary of the Association of Business and Professional Women (BPW) in Nicosia
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