

Accounts Officer

The Accounts Officer under the direction and supervision of the Head of the Finance Department will perform a broad scope of professional accounting activities requiring experienced, professional knowledge and application of accounting principles and practices. The post holder will perform a wide range of detailed/complex accounting and advisory functions and assure day-to-day operations are carried out in accordance with established accounting principles, policies and objectives.

Duties & Responsibilities

- Part of the Team of managing the book keeping system:
Major Tasks:
 - Posting day to day transactions
 - Preparing Payments
 - Invoicing and Collection from Customers
 - Suppliers and Bank Reconciliations
 - General Accounting
- Knowledge of all aspects of transactions: customers, suppliers, banks, reconciliations.
- Monitors expenses for departmental or unit accounts; ensures expenditure control and compliance with funding and reporting requirements, university policy, and standard accounting procedures
- Constructs routine spreadsheet applications, prepares financial data for input into Accounts systems, and generates reports; performs calculations.
- Reviews expenditure, personnel, and purchasing documents for availability of funding, mathematical correctness, and compliance with university policy.
- Analyzes, reconciles balances and maintains accounting records.
- Performs other accounting or administrative tasks as may be required from time to time.

Selection Criteria***Essential Criteria***

- B.S./B.A. degree in Accounting.
- LCCI Higher Accounting.
- At least 5 years' experience in Accounts department.
- Excellent knowledge of Greek and English.
- Computer literacy (email, internet usage and Microsoft office).
- Excellent administrative and organisational skills.
- Ability to work under pressure and meet strict deadlines.
- Willingness to devote time necessary to accomplish tasks.

Desirable Criteria

- A master's degree in a related field.
 - Preference will be given to a candidate with a working knowledge of the JDE ERP.
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How to apply

If you consider that you meet the selection criteria, please send your application at hrd@nup.ac.cy. Applications must consist of the following:

- Application form ([download here](#))
- A curriculum Vitae
- A covering letter

All applications must be received by the closing date, 28/02/2015.