

## **Accountant**

**T.P.DELECTUS AUDIT & TAX LTD**

**Pafos**

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### **Duties & Responsibilities**

- Bookkeeping entries in the accounting software E-Soft
- Preparation and submission of VAT reports
- Performing bank, payroll , payable's and receivable's reconciliations
- Drafting letters, emails and other relevant documents
- Communication with clients
- Any other required duties

### **Qualifications & Experience**

- Degree in Accounting & Finance or any other relevant field
- Excellent communication skills, both in Greek and English (both oral and written)
- Excellent knowledge of MS Office
- Excellent knowledge and use of computer software preferably E-Soft
- Excellent organizational skills
- Good time management skills and ability to work under pressure
- Previous experience in similar position will be considered advantage

### **Salary and Benefits**

- Remuneration based on experience
- 13th Salary

Please send your CV to [info@edelectus.com](mailto:info@edelectus.com)

All applications will be treated with strict confidence