

VAC Value Added Certified Ltd is seeking an Accounts Assistant intern to assist in the firm's growing practice. The firm is based in Paphos and serves clients in a broad range of industries, both local and international.

We are looking for someone that is motivated and excited to apply their knowledge in a work setting. This is an entry level role providing the opportunity for a recent graduate or undergraduate to gain experience in a fast paced environment, which for the ideal candidate could lead to a future career with the company.

The prospective intern will assist the accounting department in all aspects of accounting and tax compliance, including the following:

### **MAIN DUTIES & RESPONSIBILITIES**

Daily bookkeeping and recording transactions in the accounting system

Correspondence and communication with clients

Assistance with Bank, Debtors and Creditors Reconciliations

Prepare and submit VAT and VIES returns and follow-up on the deadlines

Provide assistance to other team accountants as requested

Other tasks given by the company management

### **REQUIREMENTS**

Engaged in a bachelor's or college degree in Accountancy or another relevant field

A good knowledge of MS Office Package especially Excel and Word

Excellent written and spoken communication skills in Greek and English

Excellent organizational skills and ability to multitask

Ability to work well under pressure and meet tight deadlines

### **SALARY**

Compensation will be calculated based on the hours of work committed.

If you are interested in working with us, please send your CV to [info@vac.com.cy](mailto:info@vac.com.cy)

All applications will be treated in the strictest confidence.