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# JOB VACANCY

Part time (10 – 25 hours/week)

## Assistant Accountant

### Key responsibilities:

- Entering of bookkeeping records and performance of relevant reconciliations
- Applications to VAT, TAX and other authorities
- Submission of vat and relevant TAX returns
- Perform other duties as required

### Required Qualifications:

- LCCI Diploma in Accounting (Elementary – Intermediate)
- Excellent knowledge of Greek and English
- Excellent knowledge of Ms word and Ms Excel

Interested parties are requested to send their CV at [kcaccounting@cytanet.com.cy](mailto:kcaccounting@cytanet.com.cy)