

T.P. DELECTUS AUDIT & TAX LTD in Pafos is looking for an Accountant (30/4/2023)

Requirements:

- Degree in Accounting & Finance or another relative field.
- Excellent communication skills, in both Greek and English (oral and written).
- Excellent organizational skills.
- Excellent knowledge of MS Office.
- Good management skills and ability to work under pressure.

Duties:

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

Apply to: giorgos@edelectus.com