

Vacant position – Accountant Assistant (Part time or Full time)

- **GMA Enterprises Limited** is an exclusive organization looking after the financial, accounting and corporate needs of a small number of large international groups. The Groups are operating in Europe through locally registered SPV's and are looking after the parent Cypriot companies.
- **Qualifications:**
 - Completed studies in a related Degree or
 - Studying a related degree.
 - English language is a must.
- **Main responsibilities to assist the Senior Accountant in:**
 - Recording and updating accounting records
 - Reconciling and confirming bank/outstanding balances
 - Preparation of the monthly Payroll
 - General communication responsibilities
 - Assisting in the Preparation of financial reports

Please submit your resume and a cover letter explaining your interest in this position at savvas.m@gmanco.com