

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](mailto:savvas.m@gmanco.com)