JOB POSTING

Neapolis University Pafos

2 Danais Avenue,

Paphos 8042

Neapolis University Pafos (NUP) is one of the leading private universities in Cyprus, with students from all around the world. It is a vibrant academic institution focusing on high-quality education and research that aims to provide top educational services to the Cypriot region and beyond.

Neapolis University Pafos (NUP), is seeking to recruit for its Offices in Paphos, an Accounting Assistant on the Accounts Receivable Department to join our expanding team of professionals.

Job Responsibilities:

- Invoices and accounts receivable postings
- Payment requests
- Prepare financial reports and various analysis
- Reconciliation of entries into the accounting system
- Tracking and deal with slow moving Receivables
- Ad hoc tasks as assigned by management
- Assists on the daily, weekly and month end task

Key competencies:

- Ensures accurately and efficiency posting in the system
- Ability to communicate and deal effectively with various types of Receivables
- Adopts and implements new approaches
- Displays a high commitment to improve customer service
- Clearly understands and supports the Company's Vision and Group of Leptos Values
- Achieves agreed objectives and accepts accountability for results

Qualifications and Experience:

Education:

- Education in Accounting / Finance / Economics or equivalent
- Relevant Accounting Certification as the LCCI Higher or CAT will be considered an advantage

Experience:

- Minimum 2-years of relevant experience in accounting/bookkeeping
- Full proficiency in English and Greek Language
- Comfortable user of MS office Excel
- Knowledge of Accounting software Microsoft Dynamics NAV will be considered an advantage

Salary and benefits:

The salary will be analogous to any prior record and experience.

How To Apply:

Please submit your application, stating *"Accounting Assistant"* in the subject line with a copy of your CV to hrd@nup.ac.cy Please note that all applications will be treated with the strictest confidentiality.