

Position: Junior Accountant

Location: Larnaca

Job Type: Full-Time

Experience: No experience required

Education: Holder of LCCI Level 3 Certificate in Accounting or similar

Job Summary:

We are seeking an Accountant for data entry, invoice recording, and filing. The ideal candidate has successfully passed LCCI's Level 3 in Accounting exams or similar and has experience with accounting software.

Key Responsibilities:

- **Data Entry:** Accurately enter financial data into accounting systems, ensuring all information is correct and up-to-date.
 - **Invoice Recording:** Record and process incoming and outgoing invoices, ensuring all transactions are documented correctly.
 - **Filing:** Maintain organized and accurate filing systems for financial documents, including invoices, receipts, and other financial records.
 - **General Accounting Support:** Assist with various accounting tasks as needed, providing support to senior accountants and other team members.
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Qualifications:

- **Education:** Holder of LCCI Level 3 Certificate in Accounting or similar.
 - **Experience:** No experience required.
 - **Technical Skills:** Working knowledge of accounting software and Proficiency in Microsoft Office Suite, especially Excel.
 - **Attention to Detail:** Strong attention to detail and accuracy in all tasks.
 - **Organizational Skills:** Excellent organizational skills with the ability to manage multiple tasks and meet deadlines.
 - **Communication Skills:** Good written and verbal communication skills in Greek and English.
 - **Team Player:** Ability to work effectively within a team and contribute to a positive team environment.
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How to Apply:

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to Eleni@tetco-group.com