

Position Title: Semi-Senior Accountant

Job Ref: NUP0010/25

Company Name: Neapolis University Pafos

2 Danaïs Avenue,

Paphos 8042

Neapolis University Pafos (NUP) is a dynamic and one of the leading universities in Cyprus, committed to academic excellence. With 3,500 students, it offers accredited Bachelor, Master, and PhD programs across five schools, including Economics, Law, Health Sciences, and Engineering. NUP is a member of key academic organizations such as EUA, EURASHE, and EFMD and actively participates in global initiatives like the UN SDSN and UNAIC. It is also part of the **EMERGE European University Alliance**, which fosters collaboration in education, research, and innovation across Europe. The university maintains strong partnerships for joint and dual degrees with institutions in Cyprus, Greece, the UK, and China. Additionally, NUP excels in distance learning as a member of EDEN and engages in major research projects like Erasmus+ and Horizon 2020.

Job Description: We are seeking a motivated and detail-oriented Semi Senior Accountant to join our growing finance team as an External Funding Finance Officer (EFFO). The **External Funding Finance Office (EFFO)** is responsible for the **financial administration, compliance, and oversight of externally funded projects**, including grants, EU contracts, Erasmus, special projects/agreements, and cooperative agreements—awarded and/or earned by the University, government agencies, foundations, corporations, and other external sponsors. This office plays a critical role in supporting faculty, researchers, and departments by ensuring the financial integrity of sponsored projects.

Location: Neapolis University Pafos

Type of Employment: Full-Time

Job Responsibilities:

- Ensure proper budget allocation, chart of accounts setup, and spending authority in compliance with sponsor and university requirements.
- Prepare and submit periodic financial reports to external sponsors as required by funding agreements.
- Ensure accuracy and timeliness of reporting, including final financial reports upon project closeout.
- Review and approve project-related expenditures to ensure allowability, allocability, and compliance with sponsor guidelines
- Monitor salary allocations, cost transfers, and sub-award payments for appropriateness.
- Support internal and external audits of sponsored programs.
- Maintain documentation and audit trails to demonstrate financial stewardship and compliance

- Ensure timely financial closeout of completed awards, including reconciliation, final billing, and account termination

Key competencies:

- Eagerness to learn and progress to the next level
- Strong knowledge of accounting principles and practices
- Understanding of auditing and taxation principles
- Experience in **Microsoft Excel** /office or/and accounting software
- Ability to identify, understand and document financial workflows and legalities
- Full proficiency in English and Greek
- Ability to work independently and as part of a team

Qualifications and Experience:

- Degree in Accounting / Finance / Economics or equivalent
- Relevant Accounting Certification as the LCCI Higher or CAT will be considered an advantage
- Minimum 2 – 3 years of relevant experience in accounting/bookkeeping/auditing/tax

Language:

- Excellent knowledge of Greek language.
- Excellent knowledge of English (both verbal & written)

Salary and benefits:

- Competitive remuneration package based on qualifications and experience
- Full training on the job and external professional seminars in accounting, auditing and tax
- Working within a team of Professionals of a Listed Public Company
- Opportunity for career development and progress

How to Apply:

To apply, please submit your application, including your CV to **vacancies@nup.ac.cy** with the subject line **"Job Ref: NUP0010/25 - Job Title: Semi-Senior Accountant "**.

As an equal opportunities employer, Neapolis University Pafos welcomes applications from all suitably qualified candidates. All appointments will be based on merit.

CLOSING DATE: 21-Nov-25

Please note that applications will not be accepted after the closing date

All applications will be treated with strict confidence