

## **Summary**

As our team continues to grow, we are seeking a Tax Consultant to support tax compliance, prepare tax filings, and assist with client advisory work.

## **Additional description**

### **Principal Duties & Responsibilities**

#### **Tax Compliance**

- Prepare and submit Tax Returns (IR4, IR1, IR603, IR614).
- Handle monthly and annual IR7 forms.
- Prepare tax and VAT registration forms.
- Review tax calculations in Financial Statements.

#### **Client Support**

- Assist in tax consultations with clients.
- Prepare documents and correspondence for tax authorities.
- Meet with clients (on-site or online) to gather information and clarify requests.

#### **General support**

- Liaise with government and tax authorities when needed.
- Handle ad-hoc tax matters.
- Assist with other related tasks as required.

### **Skills & Knowledge**

- ACCA/ACA qualified or partly qualified, or a degree in Accounting/Finance.
- 2–3 years' experience in a tax role (preferred).
- Good understanding of Cyprus tax law (advantage).
- Strong communication and organisational skills.
- Reliable, detail-oriented, and methodical.

- Fluent in Greek and English.
- Good knowledge of MS Office; experience with Caseware/Tax Forms/TFA is a plus.

**Flexibility:**

- We offer a **flexible hybrid** working **model**, combining in-office collaboration with work-from-home days.



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