

**Position Title:** Accounts Payables Accountant

**Job Ref:** NUP0022/25

**Company Name:** Neapolis University Pafos

2 Danais 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 looking for a reliable and detail-oriented **Accounts Payables Accountant** to join our finance team. The successful candidate will be responsible for managing supplier invoices, processing payments, and maintaining accurate financial records related to accounts payable.

**Location:** Neapolis University Pafos

**Type of Employment:** Full-Time

**Job Responsibilities:**

- Process and record supplier invoices accurately and in a timely manner
- Reconcile supplier statements and resolve discrepancies
- Prepare and process payment runs (bank transfers, cheques)
- Maintain organized accounts payable records and documentation
- Communicate with suppliers regarding payment queries
- Assist with month-end closing and reporting tasks
- Ensure compliance with the university's policies and financial procedures

**Key competencies:**

- Strong understanding of basic accounting principles
  - Proficiency in **Microsoft Excel** and accounting software (QuickBooks, JD Edwards, SAP, or similar is a plus)
  - Ability to identify, understand and document workflows
  - Excellent attention to detail and organizational skills
  - Strong communication and problem-solving abilities
-

- Ability to work independently and as part of a team
- Proficiency in English and Greek Languages

**Qualifications and Experience:**

- Diploma or Degree in Accounting / Finance / Economics or in a related field
- Previous experience in accounts payable or accounting is preferred
- Good knowledge of accounting principles
- Strong attention to detail and organizational skills
- Knowledge of accounting software/ERP systems and Microsoft Excel
- Good communication and teamwork skills
- Fluency in Greek and good command of English

**Language:**

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

**Salary and benefits:**

- Competitive remuneration package
- 13th salary
- Friendly and professional working environment
- Opportunities for professional development

**How to Apply:**

To apply, please submit your application, including your CV, to [vacancies@nup.ac.cy](mailto:vacancies@nup.ac.cy) with the subject line "Job Ref: NUP0022/25 - Job Title: "Accounts Payables 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: 12-Apr-26**

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

*All applications will be treated with strict confidence*

---