

Junior Accountant Officer

Job Description

We are looking for an Accounting Assistant for our offices in Limassol.

Responsibilities:

- Posting and processing journal entries to ensure that all business transactions are properly recorded;
- Recording of invoices, receipts, payments and preparing monthly bank reconciliations;
- Preparation of Debtors/Creditors reconciliations;
- Preparation of fixed asset register;
- Ensuring that provisions were properly recognised;
- Preparing quarterly VAT reconciliations and submitting VAT returns;
- Preparing management accounts and cashflow statements;
- Supporting and supervising Junior Accountants;
- Regular reporting to the Senior/Manager about status, progress and completion of accounting work.

Qualifications:

- University Degree in Accounting, Finance or related field;
- LCCI Higher or equivalent qualification;
- Minimum 1-2 years' experience as Accountant, preferably with a medium or large size Accounting Firm;
- Excellent knowledge of Accounting Principles and VAT;
- Knowledge of Quick books and CaseWare will be considered an advantage;
- Proficient in MS Office;
- Fluency in Greek and English, both in verbal and written;
- Excellent communication, organizational and time management skills;
- Pleasant personality, professionalism and able to work under strict reporting deadlines.

Benefits:

- 13th Salary
- Provident Fund
- 38-hour week
- Flexible working hours
- Friday afternoons off

Apply now at salomi_p@hotmail.com

Salomi Potamitou

Freelancer Recruiter