

Junior Payments Analyst

Job Description

We're looking for a Junior Payments Analyst for one of our clients in Limassol.

Salary range: up to €1600

Duties and responsibilities:

- **Manage Daily Payment Processing:** Ensure timely and accurate execution of payments across multiple global banking platforms.
- **Reconcile Transactions:** Perform daily reconciliation of payment transactions, promptly identifying and resolving discrepancies. Prepare and distribute daily transaction status reports.
- **Monitor Bank Balances:** Oversee and track company bank balances on a daily basis to ensure liquidity and prevent discrepancies.
- **ERP Bill Payment Integration:** Ensure accurate reflection of bill payments in the ERP system (Oracle) on a daily basis.
- **Cross-functional Collaboration:** Partner with internal teams to resolve payment-related issues and enhance payment workflows for greater efficiency.

Experience and qualifications:

- A bachelor's degree in a relevant field such as finance, accounting, statistical analysis, or business administration will be considered an advantage. Experience in the payments world will be advantage.
- High level of attention to detail to identify any discrepancies in payment data.
- Effective communication skills are important for collaborating with different teams within the company.

What we offer:

- Become a part of a dynamic company.
- New Knowledge and Opportunities within the company.
- Young and friendly team & environment.
- Monthly team lunches.

Apply now at salomi_p@hotmail.com

Salomi Potamitou

Freelancer Recruiter