

Position: Accountant

Elysia Park is a leader in the apart-hotel industry in Paphos. We have an exciting opportunity for a detail-oriented, dependable, and highly organized Accountant to join our team! This full-time, on-site role is an excellent opportunity for recent graduates to gain valuable professional experience, and we strongly encourage you to apply.

Job Description:

- Daily bookkeeping and recording of transactions in a complete, accurate and timely manner
- Preparing bank and other monthly reconciliations
- Supporting the year-end audit process
- Communicating with suppliers and banks as needed
- Deal with financial paperwork and filing
- Provide general administrative and clerical support
- Assist in the preparation of VAT reports
- Any other ad-hoc tasks/reports as requested

Requirements:

- Bachelor's degree in accounting and finance or any other related field
- Excellent verbal and written communication skills in both Greek and English
- Computer literacy, with good knowledge of Microsoft Office
- Team player, positive, and professional attitude
- Any relevant previous experience will be considered an advantage

What we offer:

- Competitive remuneration package
- Friendly and dynamic working environment, in which you can develop your skills and competencies
- A workplace with a strong focus on values and work-life balance

All interested applicants can submit their CV at: finance@elysia-park.com