

Junior Accountant (Limassol,Cyprus)

Our company

Gramaro Accounting Services Ltd is an Accounting Services Company situated in Limassol and is seeking to recruit a Junior Accountant with expertise in VAT. Our clients are mainly Cyprus Registered Companies with International trading activities.

Main Duties and Responsibilities

- Performance of accounting entries
- Preparations of VAT/VIES returns
- Submission of the VAT/VIES returns
- Reconciliation procedures for Banks-Debtors-Creditors
- Liaise with external auditor for completion of audit and issuance of the Financial Statements
- Be involved with VAT advice and VAT rulings
- Attend seminars, read circulars and become familiar with new practices of VAT and Tax
- Any other tasks assigned by the Accounts Manager

Requirements

- University degree in Accounting, Finance or related will be considered an advantage
- 1-2 years of experience in a similar position
- Knowledge of VAT rules, reverse charge, International Trading etc.
- Knowledge of Intelisoft Accounting System
- Fluent in English and Greek, both written and oral is essential
- Team spirit and be a responsible person
- Attention to detail
- Ability to deliver results and tasks in a timely manner

Remuneration and benefits:

The successful candidate will be offered an attractive remuneration package accordingly to qualifications and experience.

How to Apply:

Submit your CV by email to: G1096@gramaro.com

We look forward to hearing from you!

Please note that only successful candidates will be contacted.

All applications will be treated in the strictest confidence.