

Position Title: Accounts Payables Accountant

Job Re: [NUP0048/26]

Company Name: Neapolis University Pafos

2 Danais Avenue,
Paphos 8042, Cyprus

Neapolis University Pafos (NUP) is a fully recognized university in Cyprus, committed to academic excellence. With 3,500 students, it offers accredited **Bachelor's, Master's, and Doctoral degree programmes** through five schools, including the Schools of Business, Law, Health Sciences, and Engineering. NUP is a member of major academic organizations, including **EUA, EURASHE, and EFMD**, and actively participates in global initiatives such as the **UN SDSN** and **UNAIC**. It is also a member of the **EMERGE European University Alliance**, which promotes collaboration in education, research, and innovation across Europe. The University maintains strong partnerships for the delivery of **joint and double degree programmes** with institutions in Cyprus, Greece, the United Kingdom, and China. In addition, NUP has a strong presence in the field of **distance learning**, as a member of **EDEN**, and participates in major research projects, including **Erasmus+** and **Horizon 2020** programmes.

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: University

Type of Employment: Full-time

Duties and 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
- Perform other accounting and finance-related duties as assigned by the supervisor

Key competencies:

- Strong attention to detail and organizational skills.
- Good communication and teamwork skills.

Qualifications and Experience:

- Diploma or degree in Accounting, Finance, or a related field.
- Very good knowledge of Microsoft Excel and Microsoft Office.
- Good knowledge of accounting principles.
- Experience with Microsoft Dynamics NAV or another ERP/accounting system will be considered an advantage.
- Previous experience in accounts payable or accounting is preferred.

Language:

- Fluency in Greek and good command of English.

Salary:

- Salary is based on qualifications and experience.

Benefits:

- Competitive remuneration package based on qualifications and experience
- 13th salary
- Friendly and professional working environment
- Opportunities for professional development

How to Apply:

To apply, please send your application, including your **CV**, to **vacancies@nup.ac.cy**, with the subject line:

"Position Code: [NUP0048/26] – Position Title: "Accounts Payables Accountant".

As an equal opportunity employer, Neapolis University Pafos welcomes applications from all suitably qualified candidates. All appointments will be made based on merit.

Closing Date: 8 October 2026