

Position Title: Accounts Receivable Accountant

Job Re: [NUP0047/26]

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 Receivable Accountant** to join our finance team. The successful candidate will be responsible for managing student and other receivable accounts, recording and allocating payments, monitoring outstanding balances, and maintaining accurate financial records related to accounts receivable.

Location: University

Type of Employment: Full-time

Duties and Responsibilities

- Maintain accurate accounts receivable records in the accounting system.
- Record, allocate and reconcile student tuition fee payments and other income.
- Monitor and reconcile student accounts, including tuition fees, scholarships, discounts and payment arrangements.
- Prepare and issue invoices, credit notes and statements of account.
- Perform reconciliations between the accounting system, bank receipts and student financial records.
- Investigate and resolve discrepancies relating to invoices, payments and student accounts.

- Prepare accounts receivable ageing reports and other relevant reports.
- Liaise with relevant University departments to ensure accurate and up-to-date student financial information.
- 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 receivable 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: [NUP0047/26] – Position Title: "Accounts Receivable 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