

Position Title: Chief Accountant

Job Re: [NUP0058/26]

Company Name: Neapolis University Pafos

2 Danaïs 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: Neapolis University Pafos is seeking to recruit an experienced and highly motivated Chief Accountant for its Finance Department. This is a **newly created position** arising from the expansion of the University's operations, offering an excellent opportunity for an experienced accounting professional to contribute to the further development and strengthening of its financial operations.

Location: University

Type of Employment: Full-time

Duties and Responsibilities:

- Reporting to the CFO, assume responsibility for and supervision of the day-to-day activities of the accounting department, such as Accounts Payable, Accounts Receivable, General Ledger, External Funding and Payroll.
- Ensure the accurate and timely maintenance of the University's accounting records and financial information.
- Oversee student receivables, tuition fee collections, scholarships and related reconciliations.
- Review and approve accounting transactions, payments and payroll.
- Ensure timely preparation and submission of VAT and other applicable tax returns and statutory obligations.
- Prepare monthly and quarterly Management Accounts and financial reports.
- Support the preparation of budgets, forecasts and financial analysis.

- Ensure the timely and accurate completion of month-end and year-end closing procedures.
- Liaise with external auditors and coordinate the annual audit process.
- Ensure compliance with applicable IFRS, tax legislation, accounting standards and internal financial policies and procedures.
- Contribute to the development and improvement of accounting processes, controls and procedures within the Finance Department.
- Assist the CFO and Management with financial reporting and other finance-related matters.

Key competencies:

- Proven leadership and people management skills, with the ability to effectively supervise and coordinate an accounting team.
- Strong organisational, analytical and problem-solving skills.
- Ability to prioritise, manage multiple deadlines and work effectively under pressure.
- High level of accuracy, attention to detail and professional integrity.
- Strong communication and interpersonal skills.
- Ability to work independently while contributing effectively as part of the University's finance team.

Qualifications and Experience:

- University degree in Accounting, Finance or a related field.
- Member of ACA / ACCA / CPA or any other professional accounting association.
- A minimum of 5 years' experience in a similar or a related accounting role.
- Strong knowledge of IFRS, Cyprus VAT and tax legislation.
- Advanced knowledge of Microsoft Office.
- Experience with NAV or other ERP/accounting system.
- Experience in a medium or large organisation will be considered an advantage.
- Experience in the education or higher education sector will be considered an advantage.

Language:

- Excellent command of the Greek and English languages, both written and spoken.

Salary:

- The Salary will be commensurate with experience.

Benefits:

- Competitive remuneration package based on qualifications and experience.
- 13th Salary.
- A professional and dynamic working environment.
- Opportunities for professional development and career growth.

How to Apply:

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

"Position Code: [NUP0058/26] – Position Title: "Chief 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: 16 November 2026