

We currently seek to recruit a young, dynamic and motivated individual to fill in the below full time position:

ACCOUNTANT - BOOKKEEPER

Requirements

- LCCI in Accounting - Intermediate or Higher level
- University degree in Accounting or other relevant field will be considered an advantage
- Excellent knowledge English both written and oral
- Excellent Computer Skills
- 2 years of relevant work experience
- Ability to work under pressure
- Attention to detail
- Willing to work extra hours if needed
- Professionalism, integrity and trustworthiness
- Dependable and reliable

Duties

- Posting bookkeeping transactions
- Bank reconciliation
- Debtors/creditors reconciliation
- Preparation and submission of VAT and monthly VIES returns
- Posting payroll in the accounting system and reconcile with payroll reports
- Communication with clients
- Preparation of the books and records of the clients for the audit

The successful candidate will be offered an attractive package within a people's oriented environment under an ultra modern, challenging, interesting and friendly workplace.

High remuneration will be offered according to qualifications & experience and the option to organise a flexible time schedule according to the employee's needs.

**Due to the high volume of applications to be received, only the shortlisted candidates will be contacted.

** Candidates with ACCA certificate will not be considered

To apply for the position please refer to Xenia Iasonos at 25-206931 or email your resume at xenia@globalserve.com.cy