

Bookkeeper

Our client based in Limassol, Cyprus is an established accounting firm that provides a full range of audit, accounting, corporate, legal, tax and advisory services to their clients in a wide range of industries.

They provide innovative solutions to their clients to help them achieve their personal and business financial goals.

An exciting and unique opportunity has arisen for a hands-on and business savvy Bookkeeper to join this ambitious and growing company.

Responsibilities:

- Bookkeeping and reconciliation of accounts for both International and Cyprus business entities.
- Preparation of VAT / VIES reports.
- Payroll services and social security services.
- Communicating with clients.
- Perform bank reconciliations.
- Perform other bookkeeping and administrative functions.

Requirements and skills:

- At least 3 years' experience in an Accounts Department, preferably in an audit firm.
- LCCI (Higher) or any equivalent accounting qualification.
- Excellent knowledge of both Greek & English languages (written and spoken).
- Knowledge of ADA accounting software will be considered an advantage.
- Experience in preparing/filing VAT/VIES returns will be considered as an advantage.
- Ability to work and communicate with various people.
- Proficiency in MS Office programs (MS Excel in particular).
- Excellent time management skills and the ability to prioritise work.
- High level of attention to detail and problem-solving skills.
- Strong organisational skills with the ability to multi-task.
- Good professional ethics and integrity.
- High energy levels.
- Team player.

What we offer:

- Competitive salary package based on qualifications and experience.
- 13th Salary.
- Medical Aid fund.
- Provident fund.
- Flexible working hours.
- Learning and Development opportunities.
- Friendly working environment.
- Potential to grow.

We appreciate your interest in our roles and the company. Your CV will be reviewed carefully by our team, and if we are ready to move forward with your application, one of our recruiters will contact you and explain the next steps.

Our client is an equal opportunity employer, and they are committed to creating an inclusive environment for all employees. They celebrate diversity and do not discriminate based upon race, colour, religion, gender, gender identity, national origin, citizenship, age, disability, sexual orientation, marital status, or any other characteristic protected by law.

We care about the privacy of our candidates and all the data you provide to us is maintained in a secure manner and kept confidential.

Recruitment Agency: AMREP Limited.