

Position: Internal Accounting - Bookkeeper | TR/1018/IAB

Location: Nicosia

Key Responsibilities:

- Maintains records of financial transactions by establishing accounts; posting transactions
- Receives, approves, and when necessary investigates client's accounts payable invoices
- Communicates (both in verbal and written form) with clients, client suppliers, vendors, and banking contacts
- Processing sales invoices, receipts and payments
- Completing VAT returns
- Checking company's bank statements
- Preparing cash flow statements and trial balance statement
- Dealing with financial paperwork and filing

Qualifications:

- University degree in Finance and/or Accounting or related field
- CAT Qualification (or equivalent)
- Minimum 1 years of working experience in a similar role
- Strong organizational, analytical and time management skills
- Work under pressure, prioritize and work independently
- Strong attention to detail
- Good knowledge of accounting software
- Computer literate
- Excellent command of the English language (verbal and written)
- Excellent knowledge of Microsoft Office applications

Remuneration:

An attractive package of remuneration depending on experience and qualifications, including Provident Fund and Medical Plan.

Applications:

All applications will be treated with the strictest confidentiality. Interested applicants should forward their CV's together with a copy of your academic transcript at no later than the 18th of November 2018 to hr@treppides.com quoting the reference number: **TR/1018/IAB**

For further information please contact:

HR Department | Tel: +357 22 678 944

Treppides Tower, 9 Kafkasou Street, Aglantzia, CY-2112, Nicosia, Cyprus