

**Position: Junior Internal Accountant | TR/1218/JIA**

**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 30<sup>th</sup> of December 2018 to [hr@treppides.com](mailto:hr@treppides.com) quoting the reference number: **TR/1218/JIA**

**For further information please contact:**

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