



ACCOUNTANT

Chelco Management Services Ltd, Corporate & Fiduciary Services, is seeking to recruit for immediate employment an **Accountant** at its Headquarters in Limassol.

DUTIES AND RESPONSIBILITIES

- Maintaining client accounting records in accordance with International Financial Reporting Standards and, if applicable, Cyprus Companies Law
- Preparation of management accounts, profit and loss and balance sheets
- Processing and filing client documentation in accounting software and/or hard copy
- Preparing and providing accounting-related information or documentation internally or to external auditors, as required
- Performing bank, supplier and customer statement reconciliations

REQUIREMENTS AND QUALIFICATIONS

- University Degree or LCCI Higher Certificate
- At least four years of experience in a similar position and preferably in the corporate and financial services industry
- Bookkeeping work for International Business Companies is highly preferred
- Outstanding communication and organisational skills
- Thrive under pressure in deadline-driven situations
- Diligent, methodical and reliable
- Fluent in written and spoken Greek and English
- Knowledge of E-Soft accounting software will be considered a plus

REMUNERATION

An attractive remuneration package commensurate with experience will be offered to the successful candidate. Employee benefits, training and development offered.

Please e-mail your CV by Friday, 14 December 2018 to careers@chelcomanagement.com quoting ACC 12-2018. All applications will be treated in strict confidence.

Chelco Management Services Ltd has been offering leading Company Formation, Trust, International Banking, Management & Administration and Accounting services since 1984, serving the business interests of clients in Cyprus and worldwide.

Chelco Management Services Ltd

221, Chr. Chatzipavlou Str., Helios Court, 3rd Floor, 3036, Limassol, Cyprus

T: +357 25873000 | F: +357 25373200 | E: info@chelcomanagement.com | www.chelcomanagement.com