

Senior Accountant

On behalf of our client, a well-established international organisation operating in the region via its fully fledged offices in Limassol, we are seeking to recruit for immediate employment an experienced and dynamic professional for the position of Senior Corporate Accountant.

Overview

Under the supervision of the executive management and other delegated authority, the Senior Accountant will oversee the company's corporate accounting, tax compliance, payroll, financial controlling and reporting, accounts payable and receivable and payable accounts, financial transactions and payments processing. The successful candidate will act as the focal point with banks, Cypriot tax authorities, and the company's external auditors and tax advisors by managing and providing the necessary documentation. The successful candidate will have excellent analytical skills, expert knowledge of accounting principles, financial management and reporting competencies. He or she will be a self-sufficient team player supporting an international team of professionals to achieve the company's financial goals.

Job Responsibilities

- Oversee all aspects of corporate accounting, including month-end closing process;
- Create an annual corporate operating budget;
- Monitor the overall financial performance of operating budget and the implementation of accounts payable and receivable, accruals, asset management, and depreciations;
- Prepare accurate cash flow forecasts and periodic financial reporting of management accounts, including quarterly narrative report that summarizes the organization's current financial position;
- Elaborate and present a supplementary budget for approval, when required;
- Provide revenue recognition, review and file all bank receipts;
- Calculate payroll for Cyprus-based staff;
- Initiate monthly payroll payments to staff by verifying standard information and submitting pay changes as needed, add/remove staff from the payroll system as required, ensure salary increments are processed;
- Provide an annual payroll cost analysis report breaking out payroll taxes and benefits;
- Oversee preparation of invoices and payment requests to clients (gather and validate supporting documentation when necessary);
- Ensure the compliance with grant and service contract conditions and terms for the financial management of contracts and agreements;

- In collaboration with the responsible Finance Manager ensure the recovery of corporate costs from individual projects (indirect cost recovery) and recognition of revenue;
- Ensure the corporate compliance with tax/VAT under national law and regulations in Cyprus;
- Ensure the necessary schedule for tax filing and return claims is followed;
- Provide external tax advisers with the required information and supporting documents;
- Ensure advanced payment of provisional income tax is realized based on the expected taxable profits calculated, review and approve draft tax return provided by the external tax advisers;
- Act as a bank signatory and focal point for Bank Account Managers; receive all bank payment instruments, draft and deliver compliance and due-diligence paperwork as requested;
- Review and approve the trial balance and closure of the period in the G/L ledger, authorize and sign the monthly bank reconciliation form, resolve any differences within the bank reconciliation promptly;
- Review monthly financial statements and reconciliations and report any significant deviations to the Managing Director;
- Prepare and submit a monthly executive report (management accounts) to the Managing Director;
- Submit an annual financial management account to the Managing Director for approval and the submission of financial records to the appointed external auditors;
- Oversees internal and external audits (financial and sales/use tax), including preparation of audit schedules;
- Select the audit firm and serve as the staff liaison, prepare appropriate financial statements and provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit;
- Perform other duties of financial management and business administration as required.

Qualifications and Experience

The ideal candidate for the Senior Accountant position should have:

- Minimum 5 years of accounting experience preferably with 1-2 years of public accounting
- Academic degree in Accounting, Business Administration and/or Finance
- CPA/ACCA/ACA required
- Proficiency in Microsoft Office applications, Accounting/Bookkeeping software applications (preferably SAP Business One) is desired
- Experience performing and reviewing balance sheet account reconciliations
- Strong analytical/problem-solving skills, with outstanding attention to detail and excellent organizational skills
- Strong communication and interpersonal skills, with the ability to collaborate with and support an international team with a diverse background

Languages

Excellent knowledge of Greek and English is a must.

Working conditions

- Monday to Friday: 9:00 am – 1:00 pm, 2:00 pm – 6:00 pm; work remotely as necessary.
- 21 days Annual Leave
- 11 days Public Holidays per year
- Communication Stipend
- Annual performance-based bonus

Remuneration

A highly attractive remuneration package will be offered to the successful candidate based on qualifications and experience.

Please e-mail your CV to careers@chelcomanagement.com quoting SA 11-2022 in the subject line of the email. All applications will be treated in strict confidence.