

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 Accountant.

Overview

The Accountant will support the finance team overseeing general accounting, bookkeeping, payroll and recording operations of the company's financial transactions. The successful candidate will oversee the work of the Finance Officer in the month-end closing procedures and report to the company's Senior Accountant.

Job Responsibilities

Operational and Capital Budgeting

- Set up budgets in the accounting system for externally funded projects as awards are received
- Provide a revenue recognition code to external accounting service provider during project set up in SAP
- Assist in internal and external audits, including preparation of audit schedules and support

Payroll

- Review and approve fee payroll of contributing consultants
- Ensure filing and document transfer of contributing consultant documents (invoice, time sheet and expense reports) to external accounting service provider
- Review and approve staff payroll
- Add/remove staff from the payroll system
- Ensure salary increases are processed in payroll system
- Expedite payroll
- Initiate monthly payroll payments to staff in Asia and Cyprus by verifying standard information and submitting pay changes as needed
- Generate and provide external accounting service provider with payroll reports on a monthly basis for reconciliation purposes

Accounts Payable and Accruals

- Consolidate list of payables (Payment Log Consultants, Staff and Vendors)
- Submit pay log to Managing Director for approval
- Upload payments to Electronic Banking System (EBS) including required supporting documentation
- Ensure a complete and accurate list of periodic recurrent expenses (Vendor list recurrent payments)



Bank Transactions

- Bank signatory authority and responsibility
- Provide the bank with a specimen signature card of all the authorized signatories
- Receive all bank payment instruments
- Approve and sign the bank reconciliation form

Accounts Receivables and Revenue Recognition

- Implement project costing via cost allocation of direct and non-project associated costs
- Access SAP Business One accounting software to oversee and review book-keeping and SAP entries
- Assign project cost codes, budget line and associated personnel codes for projects in the accounting system
- Close the month in the financial ledgers
- Approve the trial balance and closure of the period in the G/L and project ledgers
- Establish pivot table instructions for shared costs
- Provide the Finance Manager SAP accounting system reports
- Update and submit Cigna Allocation to external accounting service provider for SAP entries
- Keep accounting records containing sensitive financial and personal information under lock
- Review monthly financial statements and reconciliations and report any significant deviations to the Managing Director
- Prepare a list of needed corrections, including potential budget adjustment authorization for externally funded projects, for follow up action

Qualifications and Experience

The ideal candidate for the Accountant position should have:

- Minimum 5 years of accounting experience preferably with 1-2 years of public accounting
- Bachelor's degree in Finance and Accounting or similar.
- ACCA/ACA member/affiliate.
- Working knowledge of the SAP Accounting Software is a must.
- Practical experience with IFRS and Financial Reporting.
- Proficiency in Microsoft Excel.
- Proven ability to work under pressure and be part of a team.
- Strong analytical/problem-solving skills, with outstanding attention to detail.
- Excellent organizational skills and high level of responsibility.
- Strong communication and interpersonal skills with the ability to interact with and support an international, inter-disciplinary, multi-cultural team of professionals

Languages

Excellent knowledge of Greek and English is a must.





Working Conditions

- Monday to Friday: 9:00am – 1:00pm, 2:00pm – 6:00pm; work remotely as necessary.
- 21 days Annual Leave
- Cyprus Public Holidays
- 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 **ACC 2-2023** in the subject line of the email. All applications will be treated in strict confidence.

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