

Accountant

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

Job 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

- College/University Degree or LCCI Higher Certificate
- At least two 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

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 to careers@chelcomanagement.com quoting ACC 07-2024.
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.