

## Accountant

Chelco Management Services Ltd is seeking to recruit for immediate employment an **Accountant** in Limassol

### Job Responsibilities

- Preparation of management accounts, profit and loss and balance sheets
- Maintaining client accounting records in accordance with International Financial Reporting Standards
- 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
- Completion and submission of VAT and VIES returns

### Requirements

- College/University Degree or LCCI Higher Certificate is preferred
- At least two years of experience in a similar position
- Bookkeeping work in a variety of industries
- 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. Generous employee benefits, training and development offered.

Specifically:

- 13th Salary
- Flexible office working hours Monday-Friday
- Industry leading paid leave and sick leave provisions
- Work from home provisions
- Approved private pension/provident fund with Ancoria Insurance
- Free secured, covered parking adjacent to the office
- More...

***Please e-mail your CV to [careers@chelcomanagement.com](mailto:careers@chelcomanagement.com) quoting ACC 10-2024.  
All applications will be treated in strict confidence***

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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.