

Job Description

Senior Accountant

The Company

Easternmed Asset Management Services Ltd, a leading management company licensed and regulated by CySEC, managing mutual funds and providing MiFID services for investment portfolios on a discretionary and advisory basis, seeks to recruit a self-motivated and a high calibre professional for the position of **Senior Accountant**, to be based in Nicosia.

THE POSITION

The successful candidate will directly report and support the Head of the Accounting Department of the Company. More specifically, the candidate will be responsible for the below duties, among others:

- Maintain accurate and up-to-date accounting records for companies
- Prepare and review bookkeeping entries and accounting reports
- Liaise with auditors and assist with the audit process
- Review invoices issued to clients and received from suppliers and associates to ensure accuracy
- Monitor the reconciliation of creditors and debtors and related bank statements
- Support preparation of annual and interim financial statements under IFRSs, quarterly reports, management accounts, cash flow reports and other financial reports, to ensure compliance with statutory, legal and regulatory requirements
- Support preparation of budgets and financial projections and ensure that these are met and where necessary, take proactive actions
- Support preparation of VAT returns and Corporate Income Tax return to ensure adherence to tax obligations in compliance with the local legislation
- Review, on a daily basis, the recognition and receipt of revenue for all funds under management
- Review the transactions of all funds under management
- Review the Net Asset Value (NAV) of the funds under management calculated by the Administrators
- Provide guidance and support the team to ensure maximum performance
- Manage and maintain strong relationships with external key stakeholders (external advisors, local authorities, banks etc.) in an effort to establish and develop strategic long-term relationships and achieve effective collaborations
- Perform any other accounting duties as assigned by the Head of the Accounting Department and Senior Management Team

REQUIREMENTS

- University degree in Accounting, Finance, Economics, or any other related field
- At least 5 years of relevant accounting experience, preferably within an accounting, audit, fiduciary or professional services firm

- Partly or qualified ACCA will be considered as an advantage
- Good knowledge of Cyprus tax legislation and VAT
- Analytical thinking and attention to detail
- Able to lead a small group of subordinates
- Organisational skills, ability to work under pressure and effectively manage multiple tasks
- Excellent knowledge of English and Greek languages, both verbal and written
- Computer literate (Microsoft Office Packages) with Advanced Microsoft Excel skills
- Knowledge of an accounting software will be considered an advantage

KEY BENEFITS

- €2.500 - €3.200 gross salary plus 13th salary based on qualifications and experience
- 22 days paid annual leave
- 6 days of paid sick leave per year
- Provident fund
- Fully covered private health insurance
- Corporate parking paid by the company
- Afternoon off every Friday

APPLICATIONS

All applications will be treated with the strictest confidentiality. Interested applicants should submit their CV and cover letter for consideration to hr@eastmedfin.com