

Demetriou & Associates
Business Advisers Ltd
1 Salaminos Avenue,
1045 Nicosia, Cyprus, P.O.
Box 26800, 1647, Nicosia
Telephone: +357 22799900
Facsimile: +357 22799899
Email: office@dbacy.com
www.dbacy.com

Demetriou & Associates Business Advisers Ltd (dba) is looking for Accountant Associate

dba is a dynamic firm of professional accountants and business advisers located in a prime location in the center of Nicosia. We are members of an international association of accountancy firms and business advisers DFK International.

dba – ACCOUNTANT ASSOCIATE – ACCOUNTING DEPARTMENT (REF ACC01)

Role Description

- Bookkeeping for various companies across industries
- Preparation of bank/cash/creditors/debtors reconciliation
- Preparation of payroll and completion of the social insurance contributions forms
- Completion of VAT Returns
- Liaising with associates for completion of book keeping such as banks, clients, tax authorities etc
- Preparation of Management Accounts
- Visits to the VAT and Tax Authorities

Required qualifications

- University degree or professional qualification (CAT/ LCCI Higher, ACCA)
- One to three years of working experience
- Knowledge of Accounting/Book keeping Software (e.g. ESoft, Intelisoft, Navision etc)
- Fluency in both Greek and English language
- IT literacy - Excellent knowledge of MS Office tools (Excel, Word, Power Point)
- Strong organizational, time management and problem-solving skills
- Trustworthy, team player, proactive and responsible
- Strong technical and analytical skills

The Company will offer an attractive remuneration package based on the qualifications and experience.

Please submit your CV to vacancies@dbacy.com - quoting – “dba Accounting Associate”