

WE ARE HIRING!



Come join our team at Cyprus Villa Retreats, the best villa rental company in the CoralBay/Paphos area. Due to continuous growth, we are now looking for a new hardworking and trustworthy colleague.

ACCOUNTANT & BOOKKEEPER

We offer a **flexible schedule, full-time** from either 8.30 am to 5 pm OR 9 am to 5.30 pm, 8-hour shifts with 30 minutes unpaid lunch break.

Your **main responsibility** is to manage and report the financial information for the company along with bookkeeping.

WHO WE'RE LOOKING FOR:

The description below is an outline of the position however, a hands on approach for all aspects of the business is appreciated.

- Monitoring daily communications and answering any queries
- Manage tax returns
- Prepare financial documents and balance sheets
- Work with auditors outside of the company to ensure legal compliance
- Make sure all bookkeeping is accurate and adheres to legal requirements
- Review and update accounting processes and procedures as needed
- Properly store and manage financial data
- Regularly review bookkeeping for accuracy
- Ensuring payments, amounts and records are accurate
- Processing invoices, purchase orders and credit notes into In House System and filing
- Working with a database/ spreadsheet, sales and purchase ledgers and journals
- Bank reconciliations
- Processing expense requests for approval
- Recording and filing cash transactions
- Maintain confidential and secure storage of important financial information
- Create financial forecasts

MAIN SKILLS:

- Ability to work as part of a team and on your own as well as take direction accurately
- Analytical thinker and problem solver
- Highly Competent IT skills, particularly proficiency with spreadsheet software
- High level of accuracy and attention to detail
- Extremely organised in a manner that is easily understood by others
- Trustworthy and discreet when dealing with confidential information
- Administrative skills

Should you wish to apply for the position please send an email to office@cyprusvillaretreats.com with your CV and proof of residency in the first instance. We will contact you if you are successful for an interview. We look forward to receiving your application.

