



VACANCY FOR GRADUATE ACCOUNTANT

NIPD Genetics Public Company Ltd is a leading innovative biotechnology company active in the field of developing, engineering, and providing in vitro genetic testing solutions. NIPD Genetics consists of a world class dynamic team of experts with extensive experience in biotechnology, business, human genetics, molecular biology, and bioinformatics. Through Research & Development we are committed to developing improved solutions for the prognosis, prevention, better clinical management, and therapy of genetic diseases. NIPD Genetics is the trusted partner of labs and healthcare professionals worldwide. We provide advanced genetic testing services from our CAP accredited & CLIA certified laboratory.

THE POSITION

We seek to recruit a motivated Accountant, with a bright and positive attitude to join our diverse team. The successful candidate will work closely and provide support to the Financial Controller.

JOB DESCRIPTION

We are looking for a newly graduate individual to join the Finance Department. The successful candidate must have strong analytical and problem-solving skills and strong organization skills. Be highly motivated and able to meet deadlines, work independently and in a team, in a fast-paced team environment.

PROFILE OF THE IDEAL CANDIDATE

The successful candidate must possess strong organizational, problem solving and communication skills.

RESPONSIBILITIES

- Review and maintain proper accounting records in the system
- Review and supervise Invoicing (Sales) function/ledger
- Review and supervise Purchasing function/ledger
- Monitor Credit Control function and prepare receivables report
- Review and conduct monthly reconciliations of all ledger accounts to ensure their accuracy
- Review and approve petty cash transactions and credit card payments
- Deal with the bank administration function (ie execution of payments)
- Plan execute and complete accounting work.
- Assist in the preparation of management accounts and budgets.
- Complete and file , all necessary tax filings/forms including payroll taxes, VAT, VIES and Intrastat.
- Liaise with external associates in collaboration with the CFO
- Report regularly to CFO about status, progress and completion of accounting work and project deadlines

REQUIREMENTS

- University degree in Accounting/Finance
- ACCA qualification will be considered an advantage
- Previous experience in a Finance Department will be considered an advantage
- Strong organizational, analytical and time management skills
- Self-motivated with an ability to take initiative
- Ability to work under pressure and meet deadlines, prioritize and work independently
- Strong attention to detail
- Computer literate
- Fluent in Greek and English
- Good knowledge of accounting software E-Soft will be considered an advantage
- Excellent Excel skills is a must



- Knowledge of accounting principles
- Knowledge of the Cyprus Tax Legislation will be considered an advantage

APPLICATIONS

To apply please forward your application with subject: **Vacancy for Graduate Accountant** to NIPD Genetics Public Company Ltd at the following e-mail address: **hr@nipd.com**

Your application should include a detailed curriculum vitae. In addition, please provide the names of two referees and a cover letter.

For further information, please contact the Human Resources Department at Tel. 22266888 or visit nipd.com.

All applications are strictly confidential.