



VACANCY FOR Newly Qualified Accountant

NIPD Genetics Public Company Limited is a privately held biotechnology company aiming to commercially exploit Non-Invasive Prenatal Testing and other laboratory services.

THE POSITION

We seek to recruit a **Newly Qualified Accountant** to join our company.

Job Description

We are looking for a qualified person 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. Report regularly to the Chief Financial Officer of the company about status, progress and completion of accounting work.

The Newly Qualified Accountant will be responsible to:

- 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
- Plan execute and complete accounting work, VAT reconciliations and submit VAT forms and VIES
- Complete Tax and VAT forms
- Liaise with external associates in collaboration with the CFO
- Report regularly to CFO about status, progress and completion of accounting work and project deadlines
- Preparation of monthly payroll
- Interface of payroll into Accounting system and monthly entries/adjustments and preparation of requested reports
- Calculation, preparation and payment of payroll taxes (Income Tax, Social Insurance, Provident Fund, Medical Insurance)
- Medical Insurance Reconciliation
- Preparation of all payroll related forms and submission to the authorities (IR63, IR7, etc.)
- Work closely with the CFO for the month-end process, entries and adjustments for the preparation of the management accounts
- Treasury function/update
- Monitoring and approving daily transactions/entries
- Year-end entries and adjustments
- Communication with auditors



Requirements

- University degree in Accounting/Finance
- ACCA qualification is a must
- 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 is a must
- Good knowledge of payroll system Premier Soft is a must
- Excellent Excel skills is a must
- Good knowledge of VAT Law
- Knowledge of accounting principles
- Knowledge of the Cyprus Tax Legislation is a must

Apply now in strict confidence

To apply please forward detailed curriculum vitae with the names of two referees and a cover letter to NIPD Genetics Public Company Limited at the following email address: p.mallouri@nipd.com

For further information, please contact Mrs P. Mallouri at Tel. 22266888. All applications will be kept in strict confidence.