



VACANCY FOR Bookkeeper

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 **Bookkeeper** 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 organizational skills. Must be highly motivated and able to meet deadlines, work in a team as well as independently, in a fast-paced team environment. He / She will report regularly to the Chief Financial Officer of the company about status, progress and completion of accounting work.

The Bookkeeper will be responsible to:

- Follow accounting policies and internal control procedures
- Work closely with all members of the Finance Team to achieve accurate, proper, timely and relevant reporting to management and external stakeholders
- Check, verify and record source documents such as purchase invoices, sales invoices, receipts, payments and other accounting related documents
- Record all company transactions in the accounting software (E Soft) on a daily and periodic basis and as is necessary to ensure correct, relevant and timely reporting to management and other stakeholders
- Maintain the accounting software (E Soft) including the chart of accounts, transaction types and reports
- Maintain an orderly accounting filing system (both hardcopies and electronic)
- Maintain the petty cash
- Record cash receipts and make cash deposits
- Prepare checks and make bank payments (i.e. execute the bank administration function)
- Conduct a monthly reconciliation of every bank account
- Conduct periodic reconciliations of all accounts (debtors, creditors etc.) to ensure their accuracy
- Issue invoices and receipts to customers through E Soft software
- Ensure that receivables are collected promptly
- Record expenditures and manage accounts payables
- Communicate with customers, suppliers, banks and other stakeholders either by telephone, email or in person to request payments, inquire balances, monitor transactions and generally ensure that transactions with them are executed in an orderly manner.
- Complete and submit VAT, VIES and other tax filings
- Assist with audit
- Assist with budget preparation and monitoring
- Provide clerical and administrative support to management as requested
- Collate and analyze data and produce financial reports as requested
- Respond to ad hoc requests from within the firm relating to accounting information
- Any other accounting/bookkeeping related tasks as requested by the Chief Financial Officer



Requirements

- LCCI Higher accounting qualification / University degree in Accounting
- At least **4 years** of experience in a position with similar responsibilities is a must
- Work with integrity and be able to handle confidential information
- Strong organizational, analytical and time management skills
- Self-motivated with an ability to take initiative
- Work under pressure, prioritize and work independently
- Excellent attention to detail with high accuracy
- Computer literate
- Previous experience in a Finance Department a must
- Fluent in Greek and English (written & spoken)
- Knowledge of accounting principles
- Knowledge of accounting software E-Soft and MS Office (word and excel skills) is a must
- Experience in completing VAT Returns, Income Tax Returns and other statutory documents related to the Finance Department is a must
- Good knowledge of applying VAT to clients is a must
- Basic 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: hr@nipd.com

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