

Athos Group is a highly regarded provider of trust and corporate services for private clients, entrepreneurs and family-owned businesses which operates as an international trust boutique with offices in key locations worldwide, including Cyprus, Liechtenstein, Malta, Monaco, The Netherlands, Switzerland, the United Kingdom, and the Caribbean.

The Cyprus office is looking for an ambitious accounting professional to join and grow with us whilst servicing our top-quality international client base. The ideal candidate must have a minimum of 3 years' previous experience in accounting, preferably within an Administrative Services Provider.



Main duties and responsibilities

- Daily bookkeeping and record transactions on the accounting system
- Document and file accounting transactions in an organized manner
- Prepare bank and other reconciliations.
- Prepare and file VAT & VIES returns.
- Issue invoices and make (mainly online) payments as required.
- Prepare quarterly management accounts.
- Prepare ad hoc reports such as expense analysis and comparison reports.
- Co-ordinate and liaise with local auditors, international clients, and their advisors.
- Communicate with local government authorities, including tax office.



Candidate profile

- Bachelor's degree in accounting/ finance or holder of LCCI Higher Level or other relevant qualifications.
- Minimum of 3 years' previous experience in accounting is essential.
- Excellent knowledge of IFRS accounting principles.
- Excellent knowledge of MS Office, particularly excel.
- Excellent command of the Greek and English Language (both verbal and written).
- Excellent communication skills, analytical and organizational skills.
- Ability to meet tight deadlines and perform well under pressure.
- Team-player.



Benefits

- Attractive remuneration package including (discretionary) bonus and life insurance contributions.
- In-house and external training for professional development.

Elevate your career with us! Join Athos Group and be a part of a global team dedicated to excellence in trust and corporate services. Please send your profile via email including a photo, references and details of your salary expectations. Note: only shortlisted candidates will be contacted.

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