



Globalserve Consultants Ltd an accounting and service provider firm based in Limassol, seeks to recruit a Junior Accountant

#### **Requirements**

- LCCI in Accounting - Intermediate or Higher level
- University degree in Accounting or other relevant field will be considered an advantage
- Excellent knowledge of English both written and oral
- Excellent Computer Skills
- Ability to work under pressure
- Attention to detail
- Professionalism, integrity and trustworthiness
- Dependable and reliable
- Relevant work experience will be considered as an advantage

#### **Duties**

- Posting bookkeeping transactions
- Bank reconciliation
- Debtors/creditors reconciliation
- Preparation and submission of VAT and monthly VIES returns
- Posting payroll in the accounting system and reconcile with payroll reports
- Communication with clients
- Preparation of the books and records of the clients for the audit

\*\*The successful candidate will be offered an attractive package within a people's oriented environment under an ultra-modern, challenging, interesting and friendly workplace. It is also offered Friday afternoon off, casual Friday, opportunities to expand your knowledge and personal skills, corporate events and other benefits.

Globalserve Consultants Ltd is a licensed Corporate Provider and Accounting Firm regulated under ICPAC regulations, having 30 years of experience in the financial industry. The successful candidate will have the opportunity to work with our experienced team which is comprising chartered accountants, financial analysts, lawyers and tax advisors.

To apply for the position please email your resume at [careers@globalserve.com.cy](mailto:careers@globalserve.com.cy)

\*\*Due to the high volume of applications to be received, only the shortlisted candidates will be contacted.

\*\* Candidates with ACCA certificate will not be considered