



## **Accounts Assistant (Temporary one year contract)**

A leading provider of worldwide smart end-to-end supply chain logistics, enabling the flow of trade across the globe, **DP World** employs globally more than 103,000 people from 161 nationalities.

In April 2016, **DP World Limassol** was awarded a 25-year concession to exclusively operate the multi-purpose and Cruise terminals in Limassol commencing February 2017. The terminal's activities, comprising of three multi-purpose quays, include break-bulk, general cargo, Ro-Ro, Oil & Gas services and the brand-new cruise terminal.

We are looking to recruit an **Accounts Assistant** to join the Finance team, with the main responsibilities as below:

- Assist the accounting department with day to day recording of invoices
- Assist the accounting department with financial and management reporting
- Assist with accounts payable/accounts receivable function, and ensure monitoring and timely collection of accounts receivable
- Assistance on budgeting and forecasting process
- Processing of bank account, customer and vendor reconciliations
- Supporting month-end and year-end closing procedures
- Assist with preparation of VAT returns
- Processing and posting all cash transactions: deposit, withdrawals, payment orders, foreign currency payments
- Assist in the preparation and monitoring of weekly cash flows.

The successful candidate will have the following:

- Accounting / Finance university qualification or LCCI Higher accounting qualification
- 3+ years of previous experience in a similar role
- Very good IT knowledge, proficient in Microsoft office applications (Word, Excel, Outlook) and ability to learn new accounting software
- Knowledge of Navision accounting system will be considered an advantage
- Excellent communication skills both verbal and written, in English and Greek
- Good organizational and teamwork skills.

If you are interested to apply for this position, please send your CV to [careers@dpworldlimassol.com](mailto:careers@dpworldlimassol.com) or apply online at [www.dpworldlimassol.com/careers](http://www.dpworldlimassol.com/careers) by latest **22nd April 2023**. All applications received will be treated in the strictest confidence.