



Vacancy For Junior Bookkeeper

NIPD Genetics Public Company Ltd is a leading innovative biotechnology company active in the field of developing, engineering and providing in vitro genetic testing solutions. NIPD Genetics consists of a world class dynamic team of experts with extensive experience in biotechnology, business, human genetics, molecular biology and bioinformatics. Through Research & Development we are committed to developing improved solutions for the prognosis, prevention, better clinical management and therapy of genetic diseases.

THE POSITION

We seek to recruit a motivated **Junior Bookkeeper** with a bright and positive attitude to join our diverse team.

JOB DESCRIPTION

We are looking for a newly graduated 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 JUNIOR BOOKKEEPER WILL BE TRAINED TO:

- Follow accounting policies and internal control procedures
- Record cash receipts and make cash deposits
- 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
- 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
- Assist with budget preparation and monitoring
- Assist with audit
- Provide clerical and administrative support to management and NIPD staff as requested

REQUIREMENTS

- No experience required
- Knowledge of accounting principles
- LCCI Higher accounting qualification / University degree in Accounting
- Work with integrity and be able to handle confidential information
- Strong organizational, analytical and time management skills
- Work under pressure, prioritize and work independently
- Excellent attention to detail with high accuracy
- Computer literate
- Fluent in Greek and English (written & spoken)



APPLY NOW IN STRICT CONFIDENCE

To apply please forward detailed curriculum vitae to NIPD Genetics Public Company Limited at the following email address: hr@nipd.com

All applications will be kept in strict confidence.