



VACANCY FOR ACCOUNTANT

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 Accountant, with a bright and positive attitude to join our diverse team. The successful candidate will work closely and provide support to the Financial Controller.

JOB DESCRIPTION

We are looking for a newly graduate individual to join the Finance Department. The successful candidate must have strong analytical and problem-solving skills and strong organization skills. Be highly motivated and able to meet deadlines, work independently and in a team, in a fast-paced team environment.

PROFILE OF THE IDEAL CANDIDATE

The successful candidate must possess strong organizational, problem solving and communication skills.

RESPONSIBILITIES

- Review and maintain proper accounting records in the system
- Review and supervise Invoicing (Sales) function/ledger
- Review and supervise Purchasing function/ledger
- Monitor Credit Control function and prepare receivables report
- Review and conduct monthly reconciliations of all ledger accounts to ensure their accuracy
- Review and approve petty cash transactions and credit card payments
- Deal with the bank administration function (ie execution of payments)
- Plan execute and complete accounting work.
- Assist in the preparation of management accounts and budgets.
- Complete and file , all necessary tax filings/forms including payroll taxes, VAT, VIES and Intrastat.
- Liaise with external associates in collaboration with the CFO
- Report regularly to CFO about status, progress and completion of accounting work and project deadlines

REQUIREMENTS

- University degree in Accounting/Finance
- ACCA qualification will be considered an advantage
- Previous experience in a Finance Department will be considered an advantage
- Strong organizational, analytical and time management skills
- Self-motivated with an ability to take initiative
- Ability to work under pressure and meet deadlines, prioritize and work independently
- Strong attention to detail
- Computer literate
- Fluent in Greek and English
- Good knowledge of accounting software E-Soft will be considered an advantage
- Excellent Excel skills is a must
- Knowledge of accounting principles



- Knowledge of the Cyprus Tax Legislation will be considered an advantage

APPLICATIONS

To apply please forward your application with subject: **Vacancy for Graduate Accountant** to NIPD Genetics Public Company Ltd at the following e-mail address: **hr@nipd.com**

Your application should include a detailed curriculum vitae.

For further information, please contact the Human Resources Department at Tel. 22266888 or visit nipd.com.

All applications are strictly confidential.