

## **EXCELLENT CAREER OPPORTUNITY**

**Position: Tax Consultant**

**Location: Nicosia**

### **Responsibilities:**

- Completion and submission of complex VAT returns with minimal supervision
- Completion and submission of MOSS / VIES returns with minimal supervision
- Registration of companies with the Cyprus Tax Department for VAT/VIES/MOSS purposes
- Review portfolio of clients in order to identify compliance with VAT legislation.
- Obtaining the necessary information in order to support any VAT inspections and identifying risks associated with the various requests
- Assist in preparing Internal Memos to Staff
- Assist in preparing VAT reports to clients
- Assist in preparing research papers
- Direct communication with clients when this is required

### **Qualifications:**

- Bachelor's degree in Accounting/ Finance/ Economics or any other related field from a reputable university.
- Minimum 1-2 years of experience in an accounting firm as a VAT consultant, handling the preparation and submission of VAT/VIES/MOSS returns, VAT registrations and VAT examinations.
- Good knowledge of Cyprus Value Added Tax, Law and EU directives.
- Able to study and understand the Cyprus and EU VAT Law.
- Excellent use, both oral and written, of Greek and English languages
- Offer excellent client service.
- Computer literate.

## **Competencies**

- Strong interpersonal and communication skills
- Time management and organizational skills
- Multitasking abilities
- Team Player
- Ability to work under pressure
- Attention to detail and procedures
- Able to follow up the work assigned
- Take initiative when is required
- Good communication skills
- Able to deliver reports on time
- Able to prepare and present presentations
- Highly motivated
- Excellent report writing skills
- Excellent written, interpersonal, and presentation skills

## **Remuneration and benefits**

- An attractive package of remuneration
- Provident Fund
- Medical Cover

Applicants should email their CVs to [hr@treppides.com](mailto:hr@treppides.com).

For further information please contact:

HR Department

22-678944

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CY-2112, Nicosia, Cyprus

*All applications are treated with strict confidentiality*