

Join one of the largest employers on the island and be part of the upgraded bus service!

Cyprus Public Transport is now seeking to recruit a:

Finance Assistant

Key Duties and Responsibilities

- Effectively posting invoices into the financial system, maintaining accuracy and timeliness in data entry.
- Conducting thorough revenue reconciliation to ensure accurate recording and reporting of income streams.
- Reconciliation of suppliers.
- Bank reconciliations.
- Assisting in the preparation of bank payments, ensuring compliance with company policies and financial regulations.
- Supporting the finance team with end-of-month routines, contributing to the timely and accurate preparation of financial reports.
- Inputting journal entries.
- Executing reconciliation of sales.
- Following-up of cash deposits.
- Other Ad-hoc financial projects assigned by the manager.

Qualifications and Experience

- Advanced knowledge of standard Accounting.
- Degree in Accounting, Finance, Economics, Business administration or related fields will be considered an advantage.
- Experience in a relevant position will be considered an advantage.
- Proficient verbal and written skills in both Greek and English.
- Computer Literate - working knowledge of Microsoft Office (including excel).
- Organisational and problem-solving skills; ability to work well in a team environment.

What we offer:

- An attractive remuneration package.
- 21 days paid annual leave.
- Provident Fund contribution after successfully completing 6 months of employment.
- Private Health Insurance coverage.
- Continuous training and professional growth opportunities.

Interested applicants must forward their Resume to hr@publictransport.com.cy quoting the reference **FA/CPT/0524**.

All applications will be treated in strict confidence. Please note that only successful candidates will be contacted.