

## VAT ASSISTANT MANAGER

Due to the rapid expansion of its operations, Chelco VAT Ltd, dedicated VAT services consultants, is seeking to recruit for immediate employment a **VAT Assistant Manager** at its offices in Limassol.

### DUTIES AND RESPONSIBILITIES

- Assisting the Directors with advisory work, including researching legislation, circulars and court jurisprudence as well as reviewing and summarizing documents, books and records;
- Working alongside associates and clients whilst assisting in VAT related matters;
- Compiling information, completion and submission of quarterly VAT returns, monthly VIES returns, and assisting with the necessary payments;
- Preparation of annual pro-rata VAT adjustments;
- Participation in seminars both in Cyprus and abroad;
- Assisting in the preparation of seminars for the Chelco VAT International Academy;
- Preparation and submission of VAT registrations, deregistrations and updating of client records with the Department of Taxation;
- VAT compliance work including preparation and submission of VAT and VIES returns;
- Planning work schedule around deadlines in a timely manner, and informing clients in advance of their obligations;
- Communication, including on-site meetings, with clients to obtain all necessary information /clarifications/documentation;
- Communication, including on-site meetings, with the Department of Taxation to address various issues that may arise pertaining to the work at hand, or to submit declarations;
- Handling ad-hoc indirect tax issues.

### REQUIREMENTS AND QUALIFICATIONS

- At least five years of experience in accounting, out of which three in a VAT-dedicated position;
- Good knowledge of the Cyprus VAT legislation and/or the EU VAT Directive;
- Good knowledge of the Interpretive Circulars issued by the Department of Taxation;
- College or University Degree in Accounting and Finance or similar;
- Outstanding communication and organisational skills;
- Thrive under pressure in deadline-driven situations;
- Diligent, methodical and reliable;
- Fluent in written and spoken Greek and English;
- Good knowledge of internet applications and Microsoft Office

### REMUNERATION

An attractive remuneration package commensurate with experience will be offered to the successful candidate. Generous employee benefits, training and development offered.

**Please e-mail your CV by Friday, 28 June 2019 to [careers@chelcoVAT.com](mailto:careers@chelcoVAT.com) quoting VATAM 03-2019. All applications will be treated in strict confidence.**

*Chelco VAT Ltd is the first VAT-dedicated consulting firm in Cyprus and is now widely considered as the foremost authority on indirect tax matters on the island. It specialises in strategic VAT planning and VAT compliance and is also a leader in the organisation of VAT seminars, workshops and in-house technical courses via its educational arm, the Chelco VAT International Academy.*

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#### Chelco VAT Ltd

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