



## **JUNIOR VAT CONSULTANT**

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

### **JOB RESPONSIBILITIES**

- Completion and submission of VAT and VIES returns, and reporting to the Senior VAT Consultant
- Completion and submission of various VAT forms for clients, including registration, de-registration, application for VAT refunds, application for reduced rate of VAT for primary residence
- Maintaining detailed records with evidence and supporting VAT calculations
- 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 VAT Authorities to address various issues that may arise pertaining to the work at hand, or to submit declarations
- Handling ad-hoc indirect tax issues
- Researching technical issues

### **REQUIREMENTS**

- College or University Degree in Accounting and Finance or similar
- LCCI Certificate(s)
- At least two years of experience in accounting, including VAT-related work. A VAT-dedicated role will be considered an advantage
- Outstanding communication and organisational skills
- Thrive under pressure in deadline-driven situations
- Diligent, methodical and reliable
- Fluent in written and spoken Greek and English
- Knowledge of Microsoft Office. Knowledge of E-Soft accounting software will be considered an advantage

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 to 'careers@chelcoVAT.com' quoting JVATC 7-2021. All applications will be treated in strict confidence.***

---

#### **Chelco VAT Ltd**

221, Chr. Chatzipavlou Str., Helios Court, 1st Floor, 3036 Limassol, Cyprus

T: +357 25871200 | F: +357 25871220 | E: info@chelcoVAT.com | [www.chelcoVAT.com](http://www.chelcoVAT.com)