

ACCOUNTANT POSITION

DICKRAN OUZOUNIAN & CO LTD

Dickran Ouzounian & Co. Ltd is the home of Toyota and Lexus in Cyprus, with full functions of sales, after-sales, and genuine parts business across Cyprus. With over 80,000 new vehicles delivered to customers to date, the company is undoubtedly the local leader in the market.

We are dedicated to providing excellent customer service and strive to hire the very best talent. In return we offer dynamic and nurturing environments to work in, competitive salaries, and the chance to be part of one of the world's most recognised and innovative global manufacturing companies.

With a focus on doing business the way that customers love, we have an exciting new role dedicated to driving our customer experience and ensuring a positive impact on our operation. We are looking for an Accountant to join our Accounting Team at our offices in Nicosia.

JOB SUMMARY

The Successful candidate will be reporting to the Financial Controller and will have the ownership of ensuring an efficient recording of accounting results to support analysis and evaluation of all data recorded along with the following duties:

- Responsible for the daily review of the bank accounts movement and undertaking necessary accounting entries in a timely manner.
- Assist the Accounting department with Financial and management reporting.
- Performing monthly bank statement reconciliations.
- Monitoring and following up of accounts payable.
- Reconciling vendors' statements , invoices and liaising with the financial collector for vendors monthly settlements.
- Processing of overhead invoices, payments and managing various day to day accounting related tasks.
- Reviewing the daily accounting entries by the cashiers relating to payments of expenses and the bank lodgements in coordination with the Credit Controller.
- Processing the accounting entries for the payment of vehicles' duties and other import costs.
- Performing any other related accounting activities.
- Support month – end and year – end closing procedures.
- Assist the Financial Controller in the preparation and submission of VAT returns.

DESIRED QUALIFICATIONS:

- Bachelor's degree in accounting and finance or in any other related discipline.
- At least 3 years' experience in a similar position.
- Sound knowledge of accounting standards and VAT principles.
- Experience in the accounting of a motor trading company and Microsoft Navision system will be considered as an advantage.
- Ability to perform successfully under pressure and deadlines.
- Strong time management, analytical, organizational and communication skills.
- Knowledge of Microsoft Office Excel (formulas, spreadsheet formulation).
- Fluency in verbal and written Greek and English.

COMPENSATION AND BENEFITS:

- A complete remuneration package based on your experience.
- 13th salary and part of 14th salary.
- 21 days paid holiday.
- A very generous provident fund scheme.
- Discount scheme on both products and services of the company.
- Continuous online and physical training which will further enhance your career and development.

We are committed to providing equal employment opportunities to all and our decisions are based on character, qualifications, and experience. Due to the high volume of CVs only successful applicants will be contacted. Your personal data and any information shared will be used for recruitment purposes only.

You can forward your CV at recruitment@toyota-cyprus.com until 15th of January 2024 quoting the title "Accountant".