



## **TAX CONSULTANT**

Costas Tsielepis & Co Ltd, is seeking to recruit for immediate employment a **Tax Consultant** at its Headquarters in Limassol.

The successful candidate will be assigned to work with the Head of Taxation on various engagements covering a variety of tax-related issues and will also advise local and international clients.

## **JOB RESPONSIBILITIES**

- Review of tax computations and tax declarations, including calculation and settlement of the relevant taxes.
- Provide tax support and to assist in the preparation of data, supporting documents and applicable correspondence, to be sent to tax authorities conducting tax audits.
- Involved with compliance tax work
- 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
- Monitor tax changes locally and internationally and provide regular updates to Management and staff. Researching technical issues
- Handling ad-hoc tax issues
- Perform other job-related duties as assigned

## **REQUIREMENTS**

- College or University Degree is preferred
- ACCA/ACA certification or being at the final stage of the ACCA/ACA studies will be considered a plus
- Minimum 3 years of experience working in a tax practice or similar
- Outstanding communication and organisational skills
- Calm and effective under pressure
- Thrive under pressure in deadline-driven situations
- Diligent, methodical and reliable
- Fluent in written and spoken Greek and English
- Knowledge of MS Office, Caseware and Caseware Tax Forms



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

**Specifically:**

- 13th Salary
- Flexible office working hours Monday-Friday
- Industry leading paid leave and sick leave provisions
- Work from home provisions
- Approved private pension/provident fund with Ancoria Insurance
- Free secured, covered parking adjacent to the office
- More...

*Please e-mail your CV to [careers@tsielepis.com.cy](mailto:careers@tsielepis.com.cy) quoting TC 09-2024. All applications will be treated in strict confidence.*