



JUNIOR TAX CONSULTANT

Costas Tsielepis & Co Ltd, is seeking to recruit for immediate employment a **Junior 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. This entry-level position is ideal for individuals eager to develop expertise in Cyprus tax law and contribute to our client-focused services.

JOB RESPONSIBILITIES

- Review and preparation of various corporate and personal tax declarations, including calculation and settlement of the relevant taxes.
- Provide tax support and 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
- Collaborate with cross-functional teams to analyze financial data and provide actionable tax insights.
- Planning work schedule around deadlines in a timely manner, and informing clients in advance of their obligations
- 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
- Up to 2 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
- Free secured, covered parking adjacent to the office
- Opportunities for career progression within a growing firm
- Supportive team environment with mentorship from experienced tax professionals
- Exposure to a diverse client portfolio, including local and international businesses
- Participation in professional seminars and workshops to enhance your tax expertise.

Please e-mail your CV to careers@tsielepis.com.cy quoting **JTC 07-2025**. All applications will be treated in strict confidence.

Costas Tsielepis & Co Ltd has been offering leading tax, audit and business consulting services since 1978.

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205, 28th October Str., Louloupis Court, 1st Floor, 3035 Limassol, Cyprus | P.O. Box 51631, 3507 Limassol, Cyprus
T: +357 25871000 | F: +357 25373737 | E: info@tsielepis.com.cy | www.tsielepis.com.cy