



## **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 and his team on various engagements covering a variety of tax-related issues and will also advise local and international clients.

## **JOB RESPONSIBILITIES**

- 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 including the preparation and submission of various tax declarations.
- 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 2-3 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, Caseware Tax Forms and TFA



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
- Approved private pension/provident fund
- 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 11-2025**. All applications will be treated in strict confidence.