

VAT COMPLIANCE CONSULTANT

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

JOB RESPONSIBILITIES

- Completion and submission of VAT and VIES returns, and reporting to the VAT Partner
- 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 is desired
- LCCI Certificate(s)
- At least three years of experience in accounting that must include 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 (outlook, excel and word).

REMUNERATION

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 VATC 8-2024. All applications will be treated in strict confidence.

Chelco VAT Ltd

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