

## VAT COMPLIANCE OFFICER

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 Officer** 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 VAT issues
- Researching technical issues

### REQUIREMENTS

- Accounting experience in VAT is preferred but not required
- A Degree or certification in Accounting or similar will be considered a plus
- 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](mailto:careers@chelcoVAT.com)' quoting VATC 9-2024. All applications will be treated in strict confidence.***

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#### Chelco VAT Ltd

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