

Job Description

Job Title: **Auditor**

Job Location: Nicosia, Cyprus

Position Type: Full Time

Salary Range: Depends on experience and qualifications.

Department: Audit Department

Report to: Audit Manager

Job Summary:

Performs independent audits of small, medium and large size companies under the supervision of an Audit Manager. Conducts the planning of the audit and follow all the steps of a complete audit procedure. Identifies weaknesses and risks in the audit and offers suggestions on how to handle them. Assists in advanced assurance engagements.

Duties and Responsibilities:

- Conduct the planning of the audit work;
- Check and prepare all audit documentation;
- Perform audit workings and tests to verify the validity, accuracy, completeness of the clients accounting information;
- Carry out audit tests;
- Conduct field work of internal control evaluation;
- Identify possible risks or errors in systems and controls and provide suggestions on how to handle them;
- Draft audit reports;
- Assist in advance assurance engagements such as management reports, due diligence, financial information analysis and more;
- Conduct tax computations and prepares tax returns;

- Perform other job-related duties as assigned.

Knowledge, Skills, and Abilities:

- Proficient user of MS Office – Word, Excel, Outlook;
- Proficient user of Caseware Working Papers;
- Able to learn new software quickly (Patsoft - Time Sheets, and Accounting Software);
- Effective communication skills;
- Able to work as part of the team;
- Pleasant personality;
- Highly motivated;
- Able to multitask;
- Highly organized;
- Attention to detail;
- Able to work under pressure, meeting deadlines;

Minimum qualifications:

- High School Diploma;
- ACCA member; 1-3 years work experience;
- At least one year of related working experience. Additional experience will be considered an advantage;
- Computer Literate;
- Fluent in Greek and English language (knowledge of Russian language will be considered an advantage).

Job Specifications:

- Office position;
- Occasional inland travel to clients' premises;
- Occasional overseas travel to clients' premises;

- Working hours:
Monday to Thursday 8:00 am – 5:30 pm with one-hour lunch break (1:00 pm – 2:00 pm);
Friday 8:00 am – 2:00 pm without a lunch break.

How to Apply:

Submit your CV with a Cover Letter to FinExpertiza Cyprus HPA Human Resources Department, by email admin@hpa.com.cy or by fax 22419998.

We look forward to hearing from you!