

# Job Vacancy

Junior Accountant / Back office Administrator (Ref. 01/15)

## The Company

Emergo Wealth Ltd. is a fully-fledged financial services and investment advisory company, built on world-class professional expertise, integrity and transparency.

We provide investment advisory, brokerage, personal financial planning and administrative services that enable our clients to rely on turnkey, total solutions to manage and grow their wealth. We also provide a broad range of corporate financial advisory services. Our research desk offers a range of proprietary reports on a number of sectors of the Cyprus economy, as well as ad hoc analysis reports upon request.

## The Position

The Junior Accountant/back office administrator will contribute to the efficient and effective workings of the finance and back office department by executing daily tasks with a strong attention to detail.

- prepare journal entries
- complete general ledger operations
- processing deposits and withdrawals
- client account opening and know your client document collection
- administer accounts receivable and accounts payable
- monitor and resolve bank issues account/bank reconciliations
- prepare VAT/VIES computations and returns
- assist with payroll administration
- draw up monthly financial reports
- assist in preparing budgets and forecasts
- assist with year end closings
- assist with preparation and coordination of the audit process
- assist with implementing and maintaining internal financial controls and procedures

## The Successful Candidate

Emergo Wealth is looking for a motivated individual with excellent analytical, writing and presentation skills, able to work effectively in a multinational team environment.

Important attributes include:

### Skills

- computer literate/ proficiency in relevant accounting software
- fluent in English
- attention to detail and accuracy
- planning and organizing/scheduling and monitoring
- team work/communication skills
- problem analysis and problem-solving skills
- initiative
- confidentiality

### Qualifications

- Bachelor's degree in accounting or related field, equivalent Certificate in Accounting
- knowledge of accounting principles and practices
- knowledge of finance principles/ reporting
- basic Knowledge of local laws regarding accounting, finances and taxation
- minimum of two years experience in accounting
- proficiency in relevant accounting software

### The Compensation Package

Emergo Wealth offers a competitive compensation package and a unique opportunity to significantly participate in the growth of an innovative company.

### How To Apply

Please send a motivation letter along with your curriculum vitae including strong personal and professional references by e-mail to [careers@emergowealth.net](mailto:careers@emergowealth.net) by 14 August 2015.