



Position: Assistant Accounting Officer

Ref No.: ERA-AAOADMIN-23

Category: Full-time or Part-time employment

Location: ERATOSTHENES Centre of Excellence, Limassol Cyprus

ERATOSTHENES CENTRE OF EXCELLENCE

ONE (1) POSITION OF ASSISTANT ACCOUNTING OFFICER

The ERATOSTHENES Centre of Excellence (ECoE) (www.eratosthenes.org.cy) of the Cyprus University of Technology (www.cut.ac.cy) invites applications for one position of Assistant Accounting Officer of the ERATOSTHENES CoE. The position is open either on a full-time or part-time employment basis.

The position is open to everyone internationally in the framework of the EU-H2020 "EXCELSIOR" project (Excellence Research Centre for Earth Surveillance and Space-Based Monitoring of the Environment; <https://excelsior2020.eu/>; TEAMING Grant no. 857510). Through this project, the Cyprus University of Technology is establishing the ERATOSTHENES Centre of Excellence in Space Technology, Earth Observation and Geospatial Technology in the EMMENA (Eastern Mediterranean Middle East North Africa) region, in cooperation with the Department of Electronic Communications (DEC) from the Deputy Ministry of Research, Innovation and Digital Policy (Cyprus) and with EU advanced Partners the German Aerospace Centre (DLR, Germany), TROPOS (Germany) and the National Observatory of Athens (NOA-Greece).

The ERATOSTHENES Centre of Excellence is an autonomous Centre of Excellence with Cyprus University of Technology (CUT) as its sole stakeholder, aiming to become a viable, sustainable Centre of Excellence in earth observation, space technology and geospatial analysis. CUT has a 13-year experience in earth observations and geospatial analysis. Through the "EXCELSIOR" H2020 Teaming Project (2019-2026), the ERATOSTHENES CoE aspires to become an excellent Digital Innovation Hub for Earth Observation and Geospatial Information by offering education, responsible research, open innovation and application services capable of sustaining Cyprus' development. The ERATOSTHENES CoE aspires to actively contribute to the European Research Area (ERA) priorities in Atmosphere and Climate, Resilient Societies and Big Earth Data Analytics, as well as to become the reference Earth Observation/Geoinformation Centre for research and innovation in the Eastern Mediterranean, Middle East and North Africa (EMMENA) region.

Description of the Position

The successful candidate will be assigned to the Financial and Accounting Officer of the Centre and will assist in the financial and accounting transactions of the Centre that include the maintenance of budgets and records and the preparation of expense reports. The appointee will provide

active and continuous support in the day-to-day tasks related directly to his/her field, which means that precision in the execution of these tasks is essential.

In particular, the successful candidate's duties and responsibilities will include:

Duties and Responsibilities

- Posting and processing journal entries to ensure all business transactions are recorded;
- Recording of invoices, receipts, payments and preparing monthly bank reconciliations;
- Ensuring that all financial information is recorded in a complete, accurate and timely manner;
- Maintain accounting files (both in hard copy and electronic form);
- Review employees' expenses (i.e., for travelling), complete all relevant forms and make reimbursements;
- Process payments and match them against open items;
- Assistance in preparations of Payroll and Social Insurances;
- Liaise with various Internal Departments, External Auditors, Clients, VAT, TAX and other authorities;
- Any other relevant duties deemed necessary.

Qualifications

- University degree in Accounting, Finance or related field;
- LCCI Higher or equivalent qualification;
- Knowledge of Intelisoft software will be an advantage;
- Excellent command of Greek and English, both written and spoken;
- Excellent verbal, written, and interpersonal communication skills;
- Excellent time management and organizational skills;
- Excellent team working ability;
- Ability to operate in a fast-paced environment;
- Ability to work in a dynamic and multicultural environment;

Profile and Personal Attributes

- Passion for ERATOSTHENE'S Centre of Excellence mission;
- Ability to work effectively under pressure, to prioritise tasks and to schedule activities effectively;
- Innovative;
- Strong interpersonal skills and ability to build excellent relationships;
- Strong attention to detail, good organization and planning skills;
- Trustworthy and committed with high integrity;
- Self-motivated to achieve targets;
- Physical presence in the designated area of employment of the Centre in Cyprus.

The appointment will be for a period of two years (24 months) with the prospect of renewal for another two years. The gross annual salary for the (full-time) position will range from €24500 to €37667, depending on qualifications. It is noted that there is provision for 13th salary which has been proportionally incorporated in the monthly remuneration.

Interested candidates must submit their application comprising of all documents listed below via

email to vacancies@eratosthenes.org.cy, entering in the subject line: ***“Application for Assistant Accounting Officer”*** **no later than Monday 14 November 2022 at 14.00 CYPRUS TIME, which is the deadline for the submission of the applications.**

1. A cover letter in English clearly specifying availability date for full time employment;
2. Scanned or electronic copies of degree certificates and relevant qualifications. True copies of the originals will be requested for the shortlisted candidates;
3. Detailed *Curriculum Vitae* (including contact details);
4. Full contact details of three referees (including their postal and email address). For the shortlisted candidates, the referees may be asked to submit Letters of Reference.

If you have previously applied for any position at ERATOSTHENES Centre of Excellence, a new application is required.

For further information visit the ERATOSTHENES CoE’s webpage at <http://www.eratosthenes.org.cy>

It is noted that:

- For non-EU applicants a work permit will be required;
- Applications will be treated in strict confidence. All information provided will comply with the General Data Protection Regulation (GDPR) of the European Union;
- The job requires that the applicant is or becomes a resident in the area of employment;
- The ERATOSTHENES CoE adopts an equal opportunity policy at recruitment and the subsequent career stages and encourages all genders to submit an application for all levels of Research and Administrative Staff;
- The ERATOSTHENES CoE does not discriminate in any way on the basis of gender, religion or belief, ethnic, national or social origin, age, physical ability, marital status and sexual orientation.



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