

## Payroll & Accounting Officer

Frederick University is seeking to recruit a **Payroll & Accounting Officer** for the Finance & HR Department, for full-time employment.

### Job Description:

The Payroll & Accounting Officer will be responsible for managing end-to-end payroll operations and supporting key accounting functions, ensuring full compliance with Cyprus labour and tax regulations. The role requires a high level of accuracy, autonomy, and professionalism, and offers the opportunity to work within a structured and collaborative university environment.

### Main Duties:

1. **Payroll Processing & Compliance**
  - a. Ensure accurate and timely payroll processing for all employees, including part-time and contract staff.
  - b. Calculate and process income tax, social insurance, GESY, provident fund, and other statutory deductions.
  - c. Prepare and submit payroll-related tax forms (e.g. TD63, IR7).
  - d. Maintain payroll records and handle employee payroll-related queries.
2. **Accounting & Financial Operations**
  - a. Perform bank reconciliations and monitor daily income entries.
  - b. Process financial transactions, including employee-related payments and monthly obligations.
  - c. Assist in the preparation of financial statements and internal reports.
3. **Compliance & Reporting**
  - a. Ensure full compliance with Cyprus tax, social insurance, and labour legislation.
  - b. Monitor regulatory changes and support implementation of updates.
  - c. Liaise with auditors and relevant authorities when required.
4. **Reconciliation & Analysis**
  - a. Perform monthly payroll and statutory reconciliations.
  - b. Prepare payroll cost reports and support budgeting processes.
5. **Employee Support**
  - a. Support employees on payroll matters, benefits, and deductions.
  - b. Collaborate closely with HR on payroll-related processes and compliance matters.

### Qualifications and Skills:

1. **Education & Experience**
  - a. Bachelor's degree in Accounting, Finance, Business Administration or a related field.
  - b. **3-5 years of relevant experience** in payroll and accounting.
  - c. Professional qualifications (e.g. LCCI) will be considered an advantage.

## 2. Technical Skills

- a. Strong knowledge of Cyprus payroll, tax regulations, and labour law compliance.
- b. Knowledge of Soft1 System will be considered an advantage.
- c. Experience with payroll and accounting systems.
- d. Proficiency in MS Office, particularly Excel.

## 3. Personal Competencies

- a. High level of accuracy and attention to detail.
- b. Strong organizational and time-management skills.
- c. Ability to handle confidential information with integrity and professionalism.
- d. Effective communication and problem-solving skills.

### Why Join Us?

- Competitive salary package, depending on experience and qualifications
- 13th Salary: Granted after one year of full-time employment
- Provident Fund: Eligibility after one year of full-time employment
- 21 days of paid Annual Leave
- Paid Sick Leave
- Stable and structured working environment within a reputable university
- Collaborative and professional team culture
- Opportunities for continuous learning and development

### Application Process

Interested candidates should send their CV to [vacancies@frederick.ac.cy](mailto:vacancies@frederick.ac.cy) no later than **05/08/2026**

The subject of the email should be **“Payroll & Accounting Officer”**. All applications will be treated with the strictest confidentiality. Only candidates who meet the requirements will be invited for an interview.