| | |
|---|---|
| **Job Title** | *Part-time Senior Bookkeeper* |
| **Location** | *Nicosia Central Office* |
| **Reports To** | *Executive Manager* |

## Organization Description

Caritas Cyprus is a non-governmental, charitable organization dedicated to helping those in need. It is part of the global Caritas Internationalis confederation that works in over 200 countries and territories to build a better world especially for the poor and oppressed.

## Job Description

The **Senior Bookkeeper** is based in the organization's central office in Nicosia. This is a part-time, mid-level position. The senior bookkeeper reports to the Executive Manager and is guided by the Board Treasurer.

## Duties and Responsibilities

Finance, Procurement and Inventory

- Perform bookkeeping duties including the preparation of payment requests, compilation of backup documentation, acquisition of approvals
- Record and post expenses, incoming payments and other financial transactions
- Manage petty cash including collection and checking of all back up documentation (requests, justifications, receipts) and log all transactions
- Prepare payroll, social insurance including payroll tax filings and ensure timely remittance to tax authorities
- Perform bank account and petty cash reconciliations
- Maintain and archive financial records and files for annual audit
- Assist with financial reporting and provide accurate information to management as needed

Human Resources

- Maintain all records related to the Executive Board
- Act as timekeeper for staff, interns and contractors (collect and process timesheets, leave requests)
- Maintain calendars, leave and timekeeping records (electronic and hard copy)
- Maintain human resources and safeguarding files (electronic and hard copy)

Procurement and Inventory

- Research options, solicit bids and prepare procurement memos for larger purchases
- Act as receiver of goods; delegate as needed
- Prepare and maintain inventory records
- Answer financial, HR and procurement phone calls, emails and other correspondence

## Qualifications

- Intermediate bookkeeping qualification and five years of bookkeeping and office experience
- Excellent English and Greek language skills
- Proficiency with Microsoft or Google office suite. Experience with SAGE and BTMS Payroll software a plus. A practical assessment will be given to shortlisted candidates before hiring
- Effective time management and organizational skills
- Excellent attention to detail, deadlines, accuracy, and quality

## Working Conditions

This position is a part-time office position, 20 work hours a week. Hours to be mutually agreed.

Salary: €800 / month gross

*To apply, send a brief cover letter and CV to admin@caritascyprus.org*

*Closing date: November 16, 2025*

*You will receive an email confirmation that your application was received.*

*Only short-listed applicants will be contacted again.*