



Mutual Trust is an established international and offshore Trust and Corporate Services provider, serving the cross-border financial structuring needs of high-net-worth individuals, professional advisors, financial institutions and Companies. We are currently in the process of expanding and looking to recruit an [Junior Accounts Assistant](#).

Duties and Responsibilities

- Preparing and maintaining accounting records for each assigned company;
- Presenting management accounts to clients upon request;
- Liaising with clients upon request;
- Liaising with the auditor to finalize statutory audits;
- Liaising with the auditor and/or tax advisor for tax-related issues;
- Liaising with the Corporate Administration Department;
- Obtaining signatures of financial statements and confirmation letters; and,
- Electronically filing financial statements, tax returns and other audit and accounting records.

Job Requirements

- Excellent command of English and Greek;
- Degree in Accounting or starting level of ACCA;
- Excellent organizational & communication skills;
- Ability to work under pressure and meet deadlines;
- Strong Computer skills, specifically in MS Office.

Contact Us

If you have the same philosophy as we do, we will be delighted to hear from you.

Discover what you could reach by joining the Mutual Trust team.

Please email your CV to careers@mutual-trust.com