



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 [Accounting Supervisor](#).

### Duties and Responsibilities

- Overseeing accounting department functions to ensure efficiency and compliance;
- Scheduling work and delegating duties among the accounting department;
- Supervising and providing direct support to the accounting department staff;
- Communicating and liaising with outside financial institutions;
- Ensuring accounting records are up-to-date;
- Reviewing and monitoring VAT and VIES filings;
- Maintain cash flow by monitoring bank balances and cash requirements;
- Support the annual audit process;
- Assist in preparing management accounts.

### Job Requirements

- Degree in Accounting and Finance and/or professional qualification;
- Excellent written, verbal and interpersonal communication skills.
- Ability to work under pressure and meet deadlines;
- Proven leadership and team development abilities;
- Strong computer skills especially in MS Office;
- Excellent command of English and Greek.

### 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](mailto:careers@mutual-trust.com)