



THE QUANTUM COMPUTING FOR SCIENCE AND TECHNOLOGY (QSciTec) CENTER OF EXCELLENCE (CoE)

Title: Special Scientist (Accounting and Financial Officer)

Number of Positions: TBD

Category: 3-year contract with the possibility of renewal , Full-time

Place of work: University of Cyprus, Nicosia, Cyprus

Terms of Contract

The appointment will commence as early as January 2025, for an initial period of three years, with the possibility of renewal based on satisfactory performance and availability of funds. A six-month probation period is expected, with possibility of prolongation of up to 2 years. The monthly gross salary for this full-time position will range between **€2.333 and €3.333**, depending on the candidate's qualifications and experience. Employee contributions to the governmental funds will be deducted from the above amount. The positions include a 13th Salary bonus in the above amount. The standard working hours are 38 per week.

Job opening: Special Scientist (Accounting and Financial Officer)

The Quantum Computing for Science and Technology (QSciTec) Center of Excellence (CoE) is a newly established research center at the University of Cyprus being developed in collaboration with the University of Padova, Italy, and the Research Center Jülich, Germany. It is funded through the European Commission's Teaming for Excellence initiative. The CoE's research focuses on areas such as quantum algorithms and methods, quantum control, quantum materials with applications across scientific and engineering domains.

Position Overview

We are seeking to recruit an accounting and financial officer at the CoE to start in January 2025. We are inviting applications for the lead personnel for the Accounts office of the CoE. The selected candidate will play a key role in the developing of the Accounts office and its operations at the CoE. This individual will work closely with the accounting department of the University and the CoE partners and be responsible for budgeting, keep records of incomes and expenses, participate in the financial planning of the CoE. The ideal candidate will maintain accurate financial records, ensure compliance with regulatory requirements, and contribute to the financial health of the CoE.

Main Duties and Responsibilities

- Manage all accounting functions in accordance with the Grant Agreement and organizational policies.
- Collaborate with the CoE director and the high-management team to prepare annual budgets and financial forecasts.
- Conduct month-end and year-end closing processes, ensuring timely preparation and submission of financial statements.
- Collect, analyze, summarize, and present financial data, ensuring accuracy and clarity.
- Compute and prepare tax returns, ensuring compliance with relevant tax regulations. Prepare financial documents such as balance sheets and profit/loss statements.
- Develop and deliver periodic financial reports for management and stakeholders, as requested.
- Audit financial transactions, implement accounting controls, and ensure compliance with internal policies and external regulations.
- Maintain strict confidentiality and security of financial information, ensuring compliance with regulatory standards.
- Stay updated on financial policies, regulations, and legislation to ensure the organization remains compliant.

Qualifications

- Bachelor's degree in Accounting, Finance or a related field.
- Thorough understanding of accounting and corporate finance principles and procedures.
- Experience with accounting software packages.
- Advanced proficiency in Excel and other Microsoft Office tools.
- Fluent in English both written and spoken.
- Professional Qualification in Accounting (i.e. ACCA), will be considered an advantage.
- Experience in financial management and reporting for public funding or EC funds (e.g., Horizon Europe) will be considered an advantage.

The ideal candidate is expected to:

- Be able to work in a dynamic and multicultural environment.
- Be able to work in a fast-paced setting, managing pressure, prioritizing tasks, and organizing activities effectively.
- Demonstrate ethical and professional conduct, with a commitment to confidentiality and integrity in handling sensitive financial matters.
- Be proactive and resourceful, able to identify areas for improvement and implement effective solutions.
- Be a team player with the ability to collaborate across departments and contribute to a positive workplace culture.
- Be polite and have a pleasant personality.

Interested candidates must submit their application at <https://applications.ucy.ac.cy/recruitment> including all documents listed below no later than November 15th 2024.

Detailed Curriculum Vitae (including contact details).

- A cover letter in English.
- Names of three references who will provide confidential evaluation letters.
- Scanned or electronic copies of degree certificates and relevant qualifications.

For further information, please contact Prof. Constantia Alexandrou (alexand@ucy.ac.cy) and Dr. Georgios Christodoulou (christodoulou.georgios@ucy.ac.cy).

At least the best three candidates that satisfy the required qualifications, will be interviewed by a 3-member Committee.

Candidates shall be informed of the result of their application by the relevant entity.

Applicants need not be citizens of the Republic of Cyprus. Applicants should however ensure, before applying, that in case they are selected they will be residing in Cyprus on a full-time basis during the employment period; submission of application implies acceptance of this condition.

Data protection statement

The University of Cyprus shall collect and process your personal data according to the provisions of the General Regulation on Personal Data 2016/679 (EU).

Equal Employment Opportunity Statement

The University of Cyprus (UCY) is committed to promoting inclusivity, diversity, and equality, as well as the elimination of all forms of discrimination in order to provide a fair, safe, and pleasant environment for the entire university community, where students and staff members will feel supported both in their professional and personal development, within and beyond their multiple identities. To this end, UCY seeks to create the necessary conditions that will encourage and respect diversity, and ensure dignity both in the workplace and society at large. Moreover, UCY has adopted specific policies to promote equal opportunities, as well as respect and understanding of diversity, while it is committed to promoting and maintaining a working, teaching, and learning environment, free from any form of discrimination, whether direct or indirect.

The filling of the position is subject to the availability of funding.