



Finance Coordinator (Code: SF112020)

Introduction:

Exelia is a fast growing consulting company specialised in EU-funded research and cooperation projects. The company has double digit growth for the last five years. 70% of the company turnover are exports of services. We are looking for a Finance Coordinator that will lead a small team as senior specialist to oversee the financial management of the company.

Role:

The Finance Coordinator (together with the finance team):

- Assures compliance with accounting policies, tax and regulatory requirements in liaison with the company (external) accountants
- Monitors the day-to-day financial operations within the company (payroll, invoicing, and other transactions) and updates the internal financial system.
- Prepares monthly and quarterly management reporting and participates in strategic data analysis, research, and modelling for company leadership
- Develops and/or oversees budgets for EU project proposals and ensures the financial reporting of projects.
- Oversees the execution of the projects' budgets and the planned allocation of staff resources to the projects.

Candidate profile:

- University degree in business, accounting, economics or directly relevant field.
- At least 3 years fulltime relevant work experience. Longer experience would be considered an advantage.
- Good understanding of IFRS (International Financial Reporting Standards) and Greek Accounting Standards (ΕΛΠ).
- Good written communication skills in English.
- Excellent analytical and problem-solving skills - MS Excel power user.
- Organised, able to multi-task, detail-oriented, reliable and self-driven.

Offered:

- Competitive remuneration.
- Permanent, full time position.
- Work in a growing, creative and rewarding small business environment.
- Collaborative team, sharing culture, engagement in a collective way of work.
- Work with major companies, research organisations and administrations from across the EU.
- Private medical & life insurance scheme.

Send CV and cover letter by quoting the above vacancy code to: jobs@exelia.gr