



Job vacancy: Financial Administrator/Budget Specialist (Ref: FA-21-02_sm)

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 financial administrator to join the small team of financial experts of the company.

Job description

- Contributes to the compliance with accounting policies, tax and regulatory requirements in liaison with the company (external) accountants
- Participates and contributes to the day-to-day financial operations within the company (payroll, invoicing, and other transactions)
- Updates the internal financial management system and contributes to the internal financial management reporting
- Supports the development of budgets for EU 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 1 year fulltime relevant work experience (longer experience would be considered an advantage)
- Basic familiarity with IFRS (International Financial Reporting Standards) and Greek Accounting Standards (ΕΛΠ)
- Very 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.
- Opportunities for significant career development.
- Gain experience and specialise in EU funding programmes and corporate tax and accounting compliance.
- 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.

Location: Athens northern suburbs.

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