

JOB DESCRIPTION

Function: Financial Division	Date:
Position: Financial Director	No. of subordinates: 1
Immediate Supervisor (position): Managing Director	

POSITION PURPOSE

Drive the financial planning of the project by analysing its performance and risks. Retain constant awareness of the project's/company's financial position and acting to prevent problems. Secure compliance with NSRF financing and with the internal procedures of the company.

MAIN RESPONSIBILITIES

- Is responsible for the achievement of the agreed financial targets as well as the business objectives of his / her responsibility and keep Management updated through regular reports about the quantitative and qualitative achievements
- Manage NSRF (ΕΣΠΑ) financing
- Manage the dept financing with National Bank of Greece
- Monitor and update the Budget & Project Financial Model
- Prepare, check and sign the company's Financial Statements
- Ensure adherence to financial laws and guidelines for Tax, Social Insurance, Labour Inspectorate and other authorities
- Run the day-to-day accounting activities, including insurance contributions, employee / suppliers' payments
- Set targets for and supervise all accounting and finance personnel (e.g., management accountants)
- Conduct analysis to make forecasts and report to Management
- Keep excellent relations with banks
- Work closely with all departments across the organization

QUALIFICATIONS

- Bachelor's degree in Finance
- MBA desirable
- Proficiency in Microsoft Office programs (MS Word, MS Excel, MS Power Point)
- Knowledge of relevant legislation: daily updates on the tax and economic developments
- Experience of minimum 8 years in a tax/accounting office and / or a company of the private sector
- Experience in project management
- Experience in management of NSRF (ΕΣΠΑ) and/or other EU funding programs etc
- Fluency in English

ADDITIONAL QUALIFICATIONS

- Leadership skills
- Common sense
- Dedication / Reliability / Confidentiality / Transparency / Responsibility
- Ability to keep timetables

- Flexibility
- Good interpersonal relations
- Very good knowledge of the company procedures
- Experience / Updating