

JOB DESCRIPTION

Function: Financial Division – Accounting Department	Date:
Position: Accounting/Finance Assistant	No. of subordinates:
Immediate Supervisor (position): Accounting & Tax Manager / Financial Director	

MAIN RESPONSIBILITIES

- Perform accounting entries, update ledgers, reconcile accounts and identify discrepancies
- Maintenance of 3rd class accounting according to Greek Tax Legislation, including VAT returns and other tax filings
- Support month-end and year-end close process
- Participate in the preparation of the audit process
- Maintain digital and physical financial records
- Review and file payroll documents

FINANCE TASKS

- Assist with the preparation of the monthly payment plan
- Assist with the preparation of management reports for key stakeholders and senior management
- Participate in budgeting and planning process
- Performs ad hoc duties as they are assigned

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Accounting or Finance
- 3+ years' experience in a similar role
- Fluency in English, both oral and written
- Knowledge of Greek GAAP and relevant legislation
- Hands-on experience with ERP applications
- Knowledge of MS Office Suite with advanced knowledge of Microsoft Excel

SKILLS

- Strong analytical thinking and attention to detail
- Able to perform under pressure and deliver results
- Strong communication and teamwork skills
- Time management skills and accuracy in deadlines