

Job vacancy: Financial Administrator/Budget Specialist (Code: FA2205_sm)

Introduction

EXELIA develops and deploys innovative approaches for research, interregional cooperation, and training. The company launches and coordinates EU-funded research project proposals and develops research results & prototypes into innovative products & services for its clients. EXELIA coordinates and/or implements technical work as project leader or partner in Erasmus+, Interreg and Horizon 2020 projects. **We are looking for a full-time in-house financial administrator to join our growing team, to contribute to the financial management of EU-funded projects in the areas above.**

Role

As a financial administrator in EXELIA, you will be part of an international, experienced, result-driven team that works in a collaborative way with emotional intelligence and a sharing culture. Day-to-day tasks are likely include a combination of the following:

- Contributing to the compliance with accounting policies, tax, and regulatory requirements and liaising with the company accountants
- Participating and contributing to the day-to-day financial operations of the company (payroll, invoicing, etc.)
- Updating the internal financial management system and contributing to the internal financial management reporting
- Supporting the development of budgets for EU projects
- Overseeing the execution of the projects' budgets and the planned allocation of staff resources to the projects.

Needed requirements

- University degree in business, accounting, economics, or relevant field
- Strong quantitative skills
- MS Excel power user
- Fluency in both English and Greek (spoken and written)
- Good communication, presentation, and analytical skills
- Ability to deliver under strict deadlines, ability to manage tasks and deliverables within schedule.

Good to have

- 1+ years of experience in a relevant position
- Basic familiarity with IFRS (International Financial Reporting Standards) and Greek Accounting Standards.

Offered

- Competitive remuneration with benefits and bonus scheme (applying progressively)
- Continuous learning, smooth induction scheme with training materials, and constant guidance
- Career growth opportunities
- Possibility for hybrid onsite and remote working (conditions apply)
- Private health & life insurance scheme.

**If you are interested, please send your CV and cover letter by quoting the vacancy code to: jobs@exelia.gr
Please note that only shortlisted candidates will be contacted.**