

***About the company:***

Exelia develops and deploys management solutions for research & innovation, interregional cooperation, and training. The company launches and coordinates EU-funded project proposals for its clients and partners. Technical innovation and policy transfer are essential parameters of Exelia work.

**Exelia seeks to recruit one (1) full-time, in-house, budget specialist to oversee the budgeting and financial planning for investment projects and proposals.**

***Position description:***

The position's responsibilities involve financial planning, budgeting, and reporting for EU-funded proposals, ensuring compliance with program funding guidelines. Key tasks include a combination of the following items:

- Oversee the execution of the projects' budgets and the planned allocation of staff resources to the projects. Support the budgeting of EU research and territorial cooperation projects
- Monitor the execution of the projects' budgets and guide/support the project managers' team  
Oversee the allocation planning of staff resources to the projects
- Contribute to the compliance with corporate policies and regulatory requirements in liaison with the company staff and external accountants
- Contribute to the day-to-day project and corporate financial management processes
- Update the internal financial management system and contribute to the internal company reporting.

***Candidate competences:***

- University degree(s) in economics, mathematics, science, or other quantitative-related field
- MSc or MBA will be considered a plus
- Strong analytical and problem-solving skills - MS Excel power user
- At least 1-year full time work experience (longer experience would be considered an advantage)
- Very good written communication skills in English
- Highly organised, able to multi-task, and detail oriented.

***Offered:***

- Permanent, full-time position.
- Competitive salary and benefits package.
- Opportunity to work with a very competent, innovative team within the consulting industry.
- Room for growth and advancement within the organization.
- Opportunity to work with cutting-edge organisations and companies from across Europe.

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**Location: Chalandri, Athens**  
**Type of appointment: Full time**

If you are interested, please send your CV and cover letter by quoting the vacancy code above to: [jobs@exelia.gr](mailto:jobs@exelia.gr)

Please note that only shortlisted candidates will be contacted.