

**Financial Administrator (Ref: FA2602)**

**Location: Chalandri, Athens**

**Type of appointment: Full time/Permanent**

**The company:**

EXELIA is a consulting company that develops and deploys innovative funding solutions for interregional policy cooperation, research and vocational training. The company drafts, launches and coordinates EU-funded project proposals for clients and partners in the areas of competitiveness, innovation, investments, and climate crisis. More than 70% of the company turnover comes from exports of services. Technical innovation and policy transfer are essential parameters of EXELIA's work.

**EXELIA seeks to recruit a full-time, in-house, financial administrator to support the corporate management processes for a team of ~40 collaborators.**

**Candidate's Profile:**

The responsibilities and day-to-day activities include the following:

- Contributes to the company's financial management, accounting, and tax compliance functions (follows reconciliations and payments, collaborates with companies' external accountants and carries out or contributes to the quarterly and annual closing procedures)
- Updates the internal financial management information, produces/updates company financial indicators and reports to the management
- Contributes to the forecasting exercises and conducts analysis of actual/forecasted costs/revenues

- Contributes (and later undertakes) the budget development of 5-7 EU project proposals yearly and the financial monitoring of the ongoing projects.

**Required:**

- Bachelor's degree in accounting, finance or relevant field
- At least 3 (preferably more than 5) years of relevant work experience (preferably in small business environments/knowledge services)
- Operational knowledge of Greek GAAP, accounting & tax legislation
- Financial and accounting background, understanding of profit and loss, balance sheet and cash flow management, and general finance and budgeting.

**Skills:**

- Ability to work under pressure, to plan personal workload effectively
- Good listening and cooperation attitude and skills in the workplace
- Focus on quality, attention to detail and solid quantitative proofreading
- Proven proficient user of MS Excel
- Good command of the English language.

**Offered:**

- Permanent, full-time position.
- Competitive salary and benefits package.
- Opportunity to work with a competent and highly skilled team.
- Room for growth and advancement within the organization.

**Interested in joining us?**

Further information about our projects can be found on our website: <https://www.exelia.gr/>  
Applications, including a motivation letter and CV, should be submitted to: [jobs@exelia.gr](mailto:jobs@exelia.gr)

**Please note that only shortlisted candidates will be contacted.**

