

Finance Team Leader (Code: 2304FIN)

Location : Chalandri, Athens, Greece

Type of appointment : Full time



COMPANY PROFILE

PROMEA is a non-profit entity, primarily active in the field of lifelong and adult education across the EU. Its work promotes inclusion, equality, employability and environmental awareness. PROMEA has approximately 30 collaborators and currently manages/participates in 35+ European projects. 75% of the company turnover comes from international sources. We focus on contributing towards the development and strengthening of knowledge society in Greece and in Europe. We seek a company Finance Team Leader to coordinate the company's financial team (~60% devoted to management/quality assurance and ~40% devoted to implementation).

RESPONSIBILITIES

- Oversees and leads the company's finance, accounting, and tax compliance functions (3 persons)
- Provides strategic advice to the management on financial aspects
- Updates the internal financial management information, produces/updates company financial indicators and coordinates ad hoc and regular financial reporting to management
- Leads the preparation of the forecasting exercises and conducts analysis of actual costs/revenues vs. forecast or prior years
- Ensures the budget development of 10-15 EU project proposals per year and the financial monitoring of the ongoing projects
- Monitors and leads accounting and tax compliance and reviews all tax returns, reconciliations and payments (collaborating with companies' external accountants) and supervises the quarterly closing procedure
- Coordinates and provides support on data analysis to other company teams.

CANDIDATE'S PROFILE

- Bachelor's degree in accounting, finance or quantitative fields (such as mathematics or engineering, etc.)
- At least 5 years of professional experience in a relevant role (necessarily in small business environments and preferably in knowledge services)
- Experience in analyst roles and assignments will be a plus
- Familiarity with Greek GAAP, accounting & tax legislation
- Solid understanding of financial and accounting concepts, including an understanding of profit and loss, balance sheet and cash flow management, and general finance and budgeting
- Master's degree will be considered an asset.

SKILLS

- Ability to work under pressure, to plan personal and team workload effectively and to delegate
- Strategic analytical and critical thinking
- Effective negotiation, communication and cooperation skills
- Ability to effectively coordinate and motivate individuals and teams to achieve goals
- Customer centricity and focus to quality
- Proficient user of MS Office
- Excellent command of the Greek and English language, both written and oral.

OFFER

- Competitive salary and benefits package
- Opportunity to work with a very competent, innovative team within the consulting industry
- Chance to make a real impact on the company's financial success
- Room for growth and advancement within the organization
- Opportunity to work with cutting-edge organisations and companies from across Europe.

If you are interested, please send your CV and cover letter by quoting the vacancy code to:

jobs@promea.gr

Please note that only shortlisted candidates will be contacted.