

## **Project Financial Management Administrator (Ref: FMA2411)**

**Location:** Chalandri, Athens

PROMEA is a non-profit entity, primarily active in the field of lifelong and adult education across the EU. Its work promotes inclusion, innovation, competitiveness, and environmental awareness. PROMEA has approximately 35 collaborators and currently manages (or participates in) 35+ European projects. 75% of the company turnover comes from international sources. PROMEA focuses on contributing towards the development and strengthening of knowledge society in Greece and in Europe. **We are seeking one full-time, in-house financial management administrator to join PROMEA's team.**

### **Job description**

As a financial administrator in PROMEA, 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 will likely include a combination of the following:

- 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 profile**

- 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, detail oriented.

### **Offered**

- Competitive remuneration
- Opportunities for significant career development, tailored to the talents of the individual collaborator
- Possibility for hybrid onsite and remote working (conditions apply)
- Gain experience and specialise in EU funding programmes and corporate tax and accounting compliance
- Collaborative team, sharing culture, engagement in a collective way of work
- Work with major companies, research organisations and administrations from across the EU in a growing, creative and rewarding business environment.

**If you consider your profile fitting to this vacancy, please send CV quoting the above code to:**  
[jobs@promea.gr](mailto:jobs@promea.gr)

**Only shortlisted candidates will be contacted.**