

Assistant Finance Manager – AFM02/21

Accountabilities:

- Responsible for maintaining the accounts for all group companies in cooperation with internal and external resources
- Developing company budgets and monitoring of their execution on a monthly basis
- Managing the liquidity of the group companies
- Supporting other operational departments (investments, HR, etc) in the financial planning
- Maintaining and reporting management accounts
- Preparing financial accounts on a biannual basis in cooperation with internal and external resources
- Working with external auditors on their audits of group company financial accounts
- Reporting and complying with FATCA, CRS, AIFMD/HMC and other regulatory requirements
- Conducting due diligence on potential investee companies

Minimum Requirements:

- Bachelor's degree in accounting/economics/finance or related field
- Up to 7 years' working experience in accounting or auditing or as an assistant controller/treasurer in a corporate environment
- Good working knowledge of MS Office
- Good working knowledge of cloud accounting packages (SAP, SoftOne, etc)
- Fluent in Greek, good command of English language

Additional:

- A' class license
- Due diligence experience
- Working knowledge of IFRS
- Experience in a similar position earned working in the financial sector
- Master's degree in economics/finance or related field

We Offer:

- Competitive compensation package based on qualifications
- Bonus related to performance
- Additional benefits
- Excellent working environment
- Continuous training and development opportunities