

Job advertisement for Accountant

Role	Accountant
Team	Administration team
Reports to	Finance Manager
Location	Athens, Greece
Employee type	Part-time

1. Main purpose of the job

To support Faros financial administration.

2. Duties and responsibilities:

- a. Conduct day-to-day accounting tasks and prepare the monthly report collecting and achieving invoices to the local books
- b. Issuing monthly invoices
- c. Prepare a petty cash file which shows the opening and closing balance for each month
- d. Arrange for approval of payments;
- e. Proceed with the monthly payments under manager supervision
- f. Provide assistance to the Finance Manager and bookkeeping functions as requested;
- g. Administer contracts as requested;
- h. Communicate with external accounting services

3. Qualifications and experience

- a. University degree from an Institute of Advanced Education or Technical College in Greece or from a School or Institute abroad of Economics, with equal standing and recognised in Greece (relevant exams papers will be requested for shortlisted candidates)
- b. Experience from Greek NGO sector
- c. Computer literate (excel, word, internet, etc.).
- d. Experience in tax and social security legislation and bookkeeping.
- e. Experience in drawing up financial statements, budgets and reports
- f. Fluency in Greek and English language.

4. Personal qualities

- a. Good interpersonal & communications skills
- b. Ability to multi-task.
- c. Organizational skills.
- d. Good memory, discretion.
- e. Self-starter/able to use own initiative.
- f. Team worker
- g. Ability to retain and maintain confidentiality
- h. Relates warmly to people
- i. Awareness of own limitations and when to seek help/advice
- j. Proactive and enthusiastic
- k. Commitment to their own and others' continuing professional development

Send application and CV to jobs@faros.org.gr before 3 November 2018. Candidates are encouraged to submit professional references. Only shortlisted candidates will be contacted.