

Junior Financial Officer

Duties and Responsibilities

- Invoice and Financial Data Processing
 - Assist in the preparation, review, and processing of customer and supplier invoices
 - Ensure accurate coding of expenses and revenues to appropriate accounts and cost centers
 - Support monthly billing cycles, reconciliations, and documentation for audit purposes
- General Accounting Support
 - Post and process journal entries related to income, expenses, payroll, and bank transactions
 - Update and maintain the accounts receivable and accounts payable ledgers
 - Assist with bank reconciliations
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- Reporting and Financial Controls
 - Support the preparation of financial reports and summaries as needed by management
 - Assist in compiling data for budget planning and forecasting
 - Help ensure adherence to financial policies, internal controls, and compliance requirements
- Administrative and Operational Tasks
 - Maintain organized financial records and digital filing systems
 - Liaise with vendors, clients, and internal teams to resolve invoice or payment discrepancies
 - Contribute to improving accounting systems and workflows
- Team Collaboration and Development

- Participate in team meetings and contribute to discussions on financial efficiency
- Work closely with senior finance staff to support projects and audits
- Take initiative to develop knowledge of company operations and financial systems

Requirements

- **Educational Background:** Degree in Accounting, Finance or Business Administration.
- **Experience:** 1-2 years of working experience in finance and or accounting
- **Analytical Skills:** Excel in using MS-Office applications with emphasis on Excel
- **Team Player:** Exhibit a strong team spirit, ethical conduct, and reliability while also being capable of working independently
- **Effective Multi-Tasking:** Manage multiple ongoing tasks with shifting priorities while maintaining attention to detail
- **Integrity:** Able to handle sensitive information
- **Communication:** Possess excellent written and verbal communication skills in Greek and English