



STAVROS
NIARCHOS
FOUNDATION
CULTURAL
CENTER

KENTRO
ΠΟΛΙΤΙΣΜΟΥ
ΙΔΡΥΜΑ
ΣΤΑΥΡΟΣ
ΝΙΑΡΧΟΣ

Assistant Accountant

Designed by the architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC Single Member S.A. is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC Single Member S.A. is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by the law. SNFCC Single Member S.A. ensures that all candidates will be treated equally with accordance to their qualifications and the conditions laid down by the law.

The **Financial Department** is responsible for SNFCC's Financial Management, based on the strategy, objectives and goals set by the Board, as well as for SNFCC's accounting and tax compliance.

SNFCC is seeking a candidate to fill the position of **Assistant Accountant**, reporting to the Accountant. The **ideal candidate** will contribute to updating the accounting books and to the entry of income/expense invoices and other accounting data into the accounting system.

Key Duties and Responsibilities:

- To enter data for income/expense invoices and other accounting data into the accounting system
- To participate in and contribute to finalizing the month's registrations within the deadline
- To conduct customer/supplier balance confirmation
- To be involved in the monitoring of the expenditure approval process

- To participate in the reconciliation of books with FMY, EFKA, etc., submitted by the outsourced payroll service provider
- To participate in the preparation of the Supplier Payment History report
- File retention and management
- Other ad-hoc assignments

Requirements:

- University or TEI degree in Accounting or related field
- Proven track-record of at least 5 years' experience in a similar post
- Very good knowledge of Greek Accounting Standards and tax legislation
- Excellent knowledge of ERP software
- Excellent oral and written command of the Greek and English languages
- Excellent use of MS Office, with special emphasis on Excel, Word and PowerPoint

Required skills and desirable characteristics:

- A postgraduate degree in Accounting or related field, or professional title (SOEL, ACCA), will be considered as an advantage
- Analytical and synthetic thinking, with emphasis on detail
- Team spirit
- Written and spoken communication skills
- Excellent organizational skills to achieve goals within strict deadlines

Application Procedure:

- The submission deadline is July 25, 2022, 16:59 EEST.
- Candidates must submit their resume and a brief letter of interest [HERE](#).
- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified in writing of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to Persons with Disabilities