



STAVROS
NIARCHOS
FOUNDATION
CULTURAL
CENTER

ΚΕΝΤΡΟ
ΠΟΛΙΤΙΣΜΟΥ
ΙΔΡΥΜΑ
ΣΤΑΥΡΟΣ
ΝΙΑΡΧΟΣ

Finance Assistant

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 management; it is also responsible for SNFCC's accounting and tax compliance.

SNFCC is seeking a candidate to fill the position of **Finance Assistant**, reporting to the Financial Controller. The **ideal candidate** will contribute to the support of the accounting and controlling procedures and activities established by the Financial Office, as well as to the preparation of the various donation requests.

Key Duties and Responsibilities

- To monitor and reconcile the management systems of SNFCC's various commercial operations (Parking, Membership, Bikes, etc.)
- To monitor and reconcile daily revenue reports from SNFCC's Food & Beverage Operators
- To participate in processing donation payment requests to SNF by collecting documents, payments and other supporting material required

- To participate in monitoring the expenditure approval process (registration of approvals, monitoring of pending transactions)
- File retention and management
- Other ad-hoc assignments

Requirements

- University or TEI degree in Accounting/Finance or related field
- Proven track-record of 1-4 years' experience in a similar post will be considered as an advantage
- Very good knowledge of Greek Accounting Standards and tax legislation
- Good knowledge of ERP software
- Excellent command of the Greek and English languages in speaking and writing
- Excellent use of MS Office, with special emphasis on Excel, Word and PowerPoint

Soft and Hard Skills

- A postgraduate degree in Accounting/Finance will be considered as an advantage
- Analytical and synthetic thinking, with emphasis on detail
- Team spirit
- Written and spoken communication skills
- Excellent organizational skills, within specific deadlines

Application Process

- 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