Assistant Accountant

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 Finance Department is responsible for managing the organization’s finances in alignment with the strategy and objectives set by the administration. It also ensures the organization’s accounting and tax compliance.

SNFCC is seeking a suitable candidate to fill the position of Assistant Accountant. The position reports to the Accountant and involves updating accounting books and recording income/expense invoices and other accounting entries in the accounting system.

Main Duties and Key Responsibilities

- Record income/expense documents and other accounting entries in the accounting system
- Participate in and support the finalization of monthly entries within deadlines
- Participate in and support the completion of all accounting/tax obligations of the organization
- Reconcile customer/supplier balances
- Monitor the approval process for expenses
- Participate in reconciliation of books with FMY, EFKA submitted by the external payroll service provider
- Participate in preparation of monthly reports of payments made to suppliers
- Maintain and manage archives
- Perform other assigned accounting tasks

**Qualifications**

- University/Technical Institute degree in Accounting/Economics
- At least 3 years of proven experience in a similar position
- Good knowledge of Greek Accounting Standards and tax legislation
- Very good knowledge of ERP software
- Excellent knowledge of the Greek language, both verbal and written
- Good knowledge of the English language, both verbal and written
- Proficient in MS Office, with particular emphasis on Excel, Word, and PowerPoint

**Soft and Hard Skills**

- Analytical and synthetic thinking, with attention to detail
- Team spirit
- Strong communication skills, both written and oral
- Excellent organizational skills and ability to meet specific deadlines

**Application Process**

- The submission deadline is June 26, 2024, 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
- Applications assessment will commence from August 26, 2024