



## **Job vacancy: Project Budget Specialist (Ref: PBS-02 2019)**

### **Job description:**

- Contribute in EU projects' financial forecast and planning.
- Manage company filing system.
- Prepare EU funded projects' budgets.
- Monitor project-related expenditure and prepare financial progress reports.
- Oversee projects' implementation in compliance with programmes' financial rules.
- Ensure compliance with tax regulations working with the company accountants.

### **Candidate profile:**

- University degree in business, accounting, economics, engineering or related field.
- 2 - 3 years of work experience.
- Good analytical and problem-solving skills.
- Organised, able to multi-task, detail-oriented, reliable and autonomous.
- Team player (continuous cooperation and exchange within the financial team).
- MS Excel power user.

### **Offered:**

- Competitive remuneration.
- Opportunities for significant career development.
- Gain experience in various EU funding programmes and countries' procedures.
- Work in a creative and rewarding small business environment.
- Work with European research organisations and public administrations.

**Job type:** Permanent, full time, in the context of a collaborative team.

**Location:** Athens Northern suburbs.

**Work hours:** Monday to Friday, 9am - 6pm.