

FINANCE & ADMINISTRATIVE OFFICER

METKA-EGN Limited is a UK-based company providing turn-key EPC solutions for medium to large-scale solar PV projects. This is a fantastic opportunity for ambitious, motivated and personable Finance & Administrative officer to join our team.

RESPONSIBILITIES:

FINANCE

- To deal with the Finance Director & CFO concerning execution of assigned duties and reporting
- To supervise the accounting department in various Countries
- To supervise monthly / quarterly management accounts, projections and other relevant reports
- To deal with the company's bank in respect of payments and receipts, foreign currency rate and currency hedging negotiations
- To follow up Project's budget
- To keep up to date internal control files (spreadsheets etc.) and electronic archive

ADMINISTRATION

- To ensure the overall smooth running of the Company's internal administration and its cost-effectiveness
- To assist in the implementation of finance systems and controls, to ensure policies and procedures (including delegated authorities) are complied with
- To ensure that appropriate policies are in place with regard to procurement and tendering processes to secure the best deals for the Company from service providers
- To efficiency manage all external contracts, and to ensure that all the Company's expenditure is correctly authorised and accounted for
- To ensure that the Company's legal responsibilities are met, in particular that all necessary insurance policies are in place
- To undertake general admin tasks under the directions of the Finance Director e.g. dealing with items of email, correspondence, telephone messages & enquiries and filing
- To provide any other support, advice and timely information to the Finance Director as required
- To report to Finance Director & CFO



QUALIFICATIONS REQUIRED:

- Bachelor's degree in accounting, Finance or Business Administration
- Excellent use of MS office (Word, Excel, PowerPoint) and Email
- Effective communication skills and team spirit
- Analytical thinking and developed organizational skills
- Strong sense of judgment
- Communicative, pleasant personality
- Fluent in English
- Necessary experience of at least 5 years in construction sector
- Flexibility to travel in various locations within Europe, USA, Arab States, Asia and/or stay abroad for long periods of time

PROJECT LOCATION:

Salonica, Greece

CV's can be sent to the following email address: giannis.vasiliadis@metka-egn.com, quoting the position code "F&A.O"