

Junior Accountant – 2 years of Relevant Accounting Experience

Come join us and help take things up a notch as we get busy building our renewable energy portfolio. Our environment embraces and encourages positive-minded professionals who are up for a challenge in a fast-paced, team driven atmosphere all working towards the same goal of transitioning Greece to a clean energy pathway. We are looking for a talented, experienced, and positive-minded **Junior Accountant** who will strengthen the finance team.

Responsibilities:

- Directly work with the Country Controller in assisting with various accounting and administrative tasks
- Help with day-to-day bookkeeping and coordinating daily accounting tasks
- Support with critical submissions to tax authorities and other public bodies
- Liaise with internal and external stakeholders such as suppliers, banks, tax authorities to ensure timely execution of payments and submissions of critical documents
- Ensure systems and document repositories are kept up to date
- Support in processing invoices, expenses and payroll to ensure timely payment of suppliers and up-to-date bookkeeping
- Ensure effective use of digital systems and processes (ERP system, invoice processing, collaboration software)

Qualifications:

- Degree in Accounting/Finance
- 2 years of relevant work experience
- Excellent verbal and written communications skills in both English & Greek
- Good interpersonal skills with attention to detail
- Experience with accounting systems/programs

National Energy is an Equal Opportunity Employer.

To apply, please send your CV to careers@national.energy or apply directly via our [LinkedIn](#).