WORK WITH US

**INTERSOS** is an Italian humanitarian aid Organization that works all over the world to bring assistance to people in danger, victims of natural disasters, armed conflicts or living conditions of extreme exclusion. INTERSOS' actions are based on solidarity, justice, human dignity, equal rights and opportunities for all people and respect of diversity and coexistence, paying particular attention to the most vulnerable segments of the population.

Since March 2016 INTERSOS has begun its operations in Northern Greece. Office Headquarters are in Thessaloniki and opportunities are now available with deployment in **Ioannina** and **Thessaloniki.**

If you are searching for a challenging and exciting new opportunity in the non-profit sector, have or are seeking to gain experience working with refugees, speak fluent Greek and have a good level of English then keep reading!

We are currently seeking to fill the following vacancies:

**FINANCE ASSISTANT**

Duty Station: **Ioannina**

**Purpose/objective of the position**:

The FINANCE Assistant is responsible to support of the proper technical implementation of all accounting-financial activities of the project. In this context, he/she ensures the correct and effective management of financial resources, in accordance with the Organization’s procedures. He/she is responsible to support, INTERSOS finance activities and staff with administrative tasks on daily basis. He/she is expected to be honest and transparent and keep the necessary level of confidentiality on information acquired on the job

**Management and Program Quality**

* Implement daily cash management procedures in order to ensure the highest control and security, and ensure cash availability.
* Follow up all expiring rental contract dates and bills and inform the Finance Coordinator in order to leave enough time to arrange a renewal or look for some other alternative.
* Process the payment to suppliers and keep strict on all documentation involved, informing the Finance Coordinator of any sort of disparity.
* Carry out all accounting tasks and activities in order to ensure strict control of all expenditures and the reliability of statements and documentation.
* Classify and prepare all accounting pieces as requested by the Finance Coordinator.
* File the accounting documents and enter the accounting pieces in the accounting file, with the support from the Finance Coordinator.
* Handling all payments to suppliers and contractors as requested and authorized by management staff and immediate supervisor, both by cash and by bank transfers
* To assume responsibility for cash account administration, ensuring conformity to existing procedures; shortages or thefts must be reported
* To ensure project expenses are reasonable, allocable, prudent and spent in accordance with INTERSOS and donors rules and regulations, support annual auditing procedures
* Daily administrative office tasks

**Skills**

* Strong organizational and problem-solving skills with analytic approach, rigor and attention to detail.
* Native in Greek, Fluent in English both written and verbal
* Ability to integrate and work well within multi-ethnic and multicultural team;
* Ability to achieve results effectively, considering the need for speed, scale and quality;
* Good Knowledge and skills in computer usage including word, excel etc
* Relevant degree in finance, business or administration;
* Desirable Essential previous working experience of at least 1 year in relevant job

If you are really interested in the position, please send your **CV** in **English** accompanied by a **Cover Letter**, until **Sunday 06/01/19**, to: [**recruitment.hellas@intersos.org**](mailto:recruitment.hellas@intersos.org).

Only **shortlisted candidates** will be informed in case of interview appointment.