

# **Business Financing & Controlling Assistant**

## **Company Description**

As an owner-managed project developer, we have been initiating and realizing future-oriented and demand-oriented neighborhoods. Since December 2020 also in Greece, Athens. Agile and in tune with the times, always looking ahead. This is how our specialists solutions on a daily basis, questioning the status quo and single-mindedly tackling new challenges.

We do not fill positions. At ehret+klein, you develop your career. That's why we look for people with passions who are prepared to fully exploit their potential and to grow beyond their limits.

## **Role Description**

This full-time, on-site Commercial Assistant role is located in Athens and requires the overall management and monitoring of the company's financial operations.

## **Your Tasks**

- Carrying out/performing general administrative tasks for the associated companies
- Supporting the shareholders and the project manager in preparing the monthly reporting and updating general overviews of the overviews of investment controlling such as organizational charts, loan overviews, liquidity planning, etc.
- Preparatory ongoing accounting for several companies (accounts receivable, accounts payable, banks)
- Support and preparation of contract/company documents
- Checking all incoming invoices for formal correctness
- Digital recording and distribution of invoices to the tax consultant
- Filing of all invoices from associated companies
- Requesting invoice corrections
- Preparation of all outgoing invoices
- Ensuring the monthly and annual financial statements are prepared by the tax consultant
- Checking the tax consultant's monthly financial accounting evaluations

- Providing documents and information to the tax advisor
- Compilation and preparation of documents for investors and project participants
- Support with reminders regarding outstanding payments, guarantees, proofs, etc.
- Assistance in the preparation of shareholder resolutions
- Assistance in compiling the necessary documents for financing requests
- Supporting the shareholders in day-to-day business
- Support in the implementation of special projects

### **Your Profile**

- Completed commercial training or comparable qualification
- Several years of professional experience in accounting
- High affinity for numbers and details
- Strong analytical thinking and quick comprehension skills
- Independent, accurate and efficient way of working and routine organization
- Confident communication at all levels as well as a sense of responsibility and customer orientation
- Proficient with the Microsoft Office package
- Very good language skills in Greek and English

### **Employment Type**

Full-time