**JOB VACANCY: ACCOUNTING MANAGER – PELASGIA**

**INDEVCO Group in Greece** [www.indevcogroup.com](http://www.indevcogroup.com) is looking for an **ACCOUNTING MANAGER** for one of its companies in **PELASGIA.**

**Responsibilities**

- Manage the preparation of budgets and strategic planning activities

- Assist the management in the business plan and budget preparation

- Analyze monthly financial statements. Provide the top management with interpretations and recommendations accordingly

- Analyze the monthly results as compared to budget and study variances

- Follow up with concerned managers about the implementation of corrective actions

- Secure daily and monthly cash management through the control of cash inflows and outflows

- Manage the receivables and analyze aging reports

- Monitor operating parameters and direct all cost management activities

- Control the production cost and monitor the waste element

- Review compensation and benefits plans

- Manage relationships with banks and other financial institutions

- Follow upon insurance policies covering different areas such as fire, cash and business interruption to make sure all the company's assets are safeguarded

- Coordinate with Indevco Audit department to ensure the implementation of adequate accounting procedures and ensures that the listed recommendations and corrective actions are timely executed by the management

- Supervise through the Chief Accountant all accounting functions

- Oversee data processing operations and ensure continuous upgrade of the company's software applications

- Design and implement systems dealing with corporate and financial controls

- Regularly check on the efficiency and accuracy of data generated through automated procedures

- Follow up on the proper implementation of the approved FCA in terms of purchase orders quotations’ requests, benefit plans, etc… and report deflections to the Financial Controller

- Follow up with the external auditor the year end closing audited financials

**Job Requirements:**

- Bachelor’s Degree in accounting or equivalent

- 10 years’ experience in accounting

- High Knowledge and well experience in all Greek taxes

- Greek resident

**Interested candidates can send their CVs to** [**antoine.akl@indevcogroup.com**](mailto:antoine.akl@indevcogroup.com)