



**Technical Olympic Group of Companies**

is looking for an experienced

**Senior Accountant**

to oversee general accounting operations by controlling and verifying our financial transactions. Senior accountant responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures. A successful senior accountant combines excellent analytical skills with a thorough knowledge of accounting principles to analyse financial reports and forecasts. The ideal candidate has also experience collaborating and/or managing a team of accountants and junior accountants. Senior accountant duties also include ensuring accuracy and effectiveness in all of our accounting tasks.

**Role responsibilities**

- Perform monthly, quarterly and annual accounting activities.
- Manage the general ledger and ensure that all entries are accurate.
- Perform month end & year end accounts closure processes.
- Prepare tax calculations, tax payments, corporate income Tax & VAT tax returns.
- Assist with the preparation of financial statements and reports.
- Implement and follow my DATA requirements.
- Ensure the implementation of deadlines and internal accounting procedures.
- Continuously evaluate and improve internal accounting controls and processes.
- Support the Accounting Manager with any other duties as assigned.
- Liaise with the external (statutory, tax, etc.) and internal auditors when needed and supporting the audits.

**Requirements**

- BSc in Accounting, Finance or relevant field
- MSc or/and Professional Qualification (CMA or CPA) will be considered an asset.
- 5+ years of working experience in a similar role with knowledge of Greek GAAP, IFRS, tax laws, regulations and compliance requirements
- Proficiency in MS Excel
- Proven experience with accounting software packages (ERP)

**Competencies**

- Ability to communicate effectively at all levels
- Excellent organizational skills and great attention to detail
- Proper time management & effective prioritization

Interested candidates should address detailed CV with a photo  
via email to [hr@techol.gr](mailto:hr@techol.gr).

**All applications will be handled with strict confidence**