

Company: T.C. Ziraat Bankası A.S. – Athens Central Branch

Job Description: Tax and Accounting Associate

Summary of functions and tasks:

We're looking for a qualified Tax and Accounting Associate to join our team, who plays a crucial role in our Bank, offering an organized and efficient way of conducting accurate banking back office transactions. The ideal candidate will have experience with back office banking processes.

Objectives of this role:

- Preparation and recording of accounting transactions
- Follow up vendors through reconciliation process
- Preparation of Tax reports
- Participate in department's ongoing/new projects and obligations either internal or external (i.e MyData, CESOP)
- Communication with internal or external auditors and authorities
- Designing, developing and keeping updated the Department's operations manuals and policies and ensure compliance to all operational guidelines, processes and procedures
- Preparing reports for the management regarding Financial Department services
- Smooth cooperation with rest of departments and helping to their needs where required and if possible.
- Helping to maximize efficiency and bank profitability

Required skills and qualifications

- Bachelor's Degree, in Finance or any other related field
- 3+ years professional experience in Financial and / or Accounting departments
- Tax Accountant Class signature B or A will be considered a strong asset
- Excellent command of Microsoft Office applications.
- Adaptability in workflow platforms & financial management systems.
- Advanced proficiency in English and Greek.
- Analytical mind and ability to solve problems
- Flexibility and good time management skills
- Numerical skills
- Self-motivation and determination
- Adaptability and ability to learn quickly.



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- Team working skills
- Strong dedication to accuracy and efficiency

If you are a motivated and finance-oriented individual looking to launch your career in the banking industry, we encourage you to apply. Please submit your resume and cover letter detailing your qualifications to HR_athens@ziraatbank.com.

Join our team and be part of a dynamic banking environment where your skills and dedication will be valued. We look forward to receiving your application.