

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

**Job Description:** Tax and Accounting Supervisor

**Summary of functions and tasks:**

We're looking for a qualified Tax and Accounting Supervisor 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
- 7+ years professional experience in Financial and / or Accounting departments
- Tax Accountant Class signature A is a must
- 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.



# Ziraat Bankası

- 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](mailto: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.