

**Job vacancy: Accounting Officer**

**About Us**

Lesvos Solidarity (LeSol) is a grassroots organisation based on Lesvos Island, Greece. LeSol has been operating since 2012. LeSol's community believes in an open society free of racism and discrimination.

LeSol's mission is to provide community-based solidarity spaces and its vision is to inspire society and to expand its solidarity model, which promotes equality, trust, and respect for each other and for the environment, creativity, empowerment, and active participation

<b>Job vacancy</b>	Accounting Officer
<b>Project / Department</b>	Finance Department, Lesvos Solidarity
<b>Contract Type</b>	Fixed- Term Contract with the possibility of extension
<b>Hours p/w</b>	Full time 40h/ week
<b>Overview of Project and Position</b>	<p>The Accounting Officer reports to the FIN/ADMIN/HR Coordinator and collaborates with the financial officer.</p> <p>The role demands an eye to detail for technical matters and methodological approach.</p>
<b>Key objectives / responsibilities of the role</b>	<ul style="list-style-type: none"> <li>• Tracking and process all transactions in compliance with national regulations including all invoices, monthly payroll remittances, travel expenses and cash management.</li> <li>• Develop, update, and oversee the successful implementation of Standard Operating Procedures (SOPs) for all finance related processes including procurement along with the relevant depts.</li> <li>• Develop, manage, and update policy and internal controls for financial management and finance related supply chain procedures including the implementation of anti-corruption procedures and policies in all offices.</li> <li>• Develop and monitor budgets for all projects and departments and provide timely and accurate reporting.</li> <li>• Work in close collaboration with the fundraising team and the finance officer to monitor the expenditure of funds according to funding agreements and continuously update the fundraising pipeline report.</li> <li>• Reconcile assets and inventory across projects / departments to the General Ledger Accounts in close collaboration with the Logistics Team.</li> <li>• Collect, analyse, and interpret data for monthly financial close, reporting and forecasting.</li> <li>• Create and distribute monthly financial reports and forecasts on expenditures, (contributed) revenue and cash flow to support decision making process of the coordination team.</li> <li>• Handle billing problems and disputes.</li> <li>• Review and reconcile all accounts during month-end close.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep up to date and communicate all changes of national rules, regulations, and policies regarding operational issues such as vendor selection, procurements, financial management, contracts and grants, inventory management etc.</li> <li>• Manage finance, procurement and admin related external audits.</li> <li>• Facilitate the implementation of custom changes to the accounting system.</li> <li>• Maintain filing system for financial and accounting documents.</li> <li>• Foster and maintain a respectful work environment where an atmosphere of trust and integrity prevails, and everyone is accountable for one's conduct and performance.</li> </ul>
<b>Required degree/ experience</b>	<ul style="list-style-type: none"> <li>• University Degree in Accounting and Finance, Business Administration or another relevant field.</li> <li>• At least 4-5 years' relevant working experience.</li> <li>• Fluent in Greek and English. Any other language will be considered an asset.</li> <li>• Very good knowledge of MS Excel, Word and PowerPoint and generally to be proficient with technology</li> <li>• Good oral and written communication skills</li> <li>• Analytical skills</li> <li>• Notable organizational and administrative skills, including the ability to manage priorities.</li> </ul>
<b>Required qualities</b>	<ul style="list-style-type: none"> <li>• High degree of confidentiality</li> <li>• Ability to influence and advise without any ethical or legal compromise</li> <li>• Team player</li> <li>• Open to different cultures, social backgrounds and ideas</li> <li>• Ability to work in an unstable and changing environment</li> </ul>

Lesvos Solidarity is an AMKE (Non- Profit Civil Partnership) registered with the Ministry of Asylum and Migration and is ISO 2001:2015 certified.

The organization works collaboratively across departments and LeSol praises **a culture where team members help each other and collaborate**. The team members are welcome to actively participate in events, seminars, workshops, and discussions related to both their role and the work of the organization.

## To apply

If you share our vision and feel you have the skills, experience and motivation required for this role, please send

**Your CV with hyperlinks to your published work**, if any (significant publications, articles, FB posts, interviews, campaigns etc), and

**A one-page motivation letter** to [recruitment.lesol@gmail.com](mailto:recruitment.lesol@gmail.com) before **xxxxxxx**

Please note: As we are looking to fill this position ASAP, we may complete the recruitment process



Lesvos  
Solidarity

before the application deadline and therefore urge interested candidates to **apply as soon as possible**.  
By applying for this vacancy applicants provide their consent to Lesvos Solidarity to process the data provided for recruitment purposes.