

MES Energy S.A. is an engineering and consulting company specialized in Renewable Energy and Energy Saving Projects, member of MESOGEOS group of companies.

Our key activities include:

- *Engineering Services: Basic and detailed design for renewable energy power plants, transmission and distribution substations and industrial substations.*
- *Consulting Services: Basic and detailed studies on energy or water saving, energy production and energy penetration to the grid applications.*
- *Construction Supervision*

MES Energy is looking to expand its team based in Athens. MES Energy seeks to hire a **Junior Accountant**, reporting to the Financial Controller of the company respectively.

Responsibilities:

- Enters data in Company's ERP system and updates it with all the required financial information.
- Reconciles bank statements by comparing transactions to the general ledger.
- Verifies balances in accounting books and rectifies discrepancies, following Accountants' guidance.
- Maintains accounting documents and records, ensuring all files are up to date.
- Assists with day-to-day operations the accountants, including reports generation and statements submission.
- Dealing with accounting paperwork.

Required Qualifications:

- Bachelor degree in Accounting/ Finance or any relevant field.
- Fluency in English.
- MS Excel skills.
- Ability to take responsibility and ownership of tasks.
- Confidentiality.

Preferred Qualifications:

- Previous working experience will be appreciated.
- A Master's degree will be considered an asset.

Benefits:

- Modern organization.
- Being part of an awesome team.
- Excellent career growth opportunities.
- Private Insurance package.

Soft Skills:

- Strong organizational and administrative skills.
- Ability to build and maintain professional relationships based on trust.
- Perspicacity, critical thinking, detail orientation.
- Ambition and creativity.
- Ability to analyze and solve challenges, efficiently handle multiple duties under pressing conditions.
- Dynamic personality.

Please send your CVs at : info@meseg.gr