



🏠 [EFA Group](#) / [Accounting Assistant](#)

Accounting Assistant

Psychiko, Attiki, Greece | Accounting

EFA GROUP comprises companies in Aerospace, Security, Defense, and Industrial Cooperation with a solid international presence. EFA GROUP currently employs more than 280 people, most of whom are engineers and scientists. The GROUP has established offices across 6 international regions: Greece, Cyprus, Switzerland, USA, UAE, and Singapore to serve its customers in 34 countries worldwide. **EFA GROUP** includes **EFA VENTURES** (Supply Chain Management and integrated services), **AEROSPACE VENTURES** (Industrial Participation and related services), **SCYTALYS** (Systems Integration and Software), **ES SYSTEMS** (MEMs & IoT Integration), **EPICOS** (Global Defense B2B Information Platform), **UCANDRONE** (Unmanned Systems), **AETHER AERONAUTICS** (Target Drones), **STHENOS AI** (Intelligence Solutions), **THYREOS CYBER**. www.efagroup.eu

We are seeking a motivated and detail-oriented **Accounting Assistant** to join our Finance team, who will bring strong technical knowledge, hands-on experience in accounting operations, and the ability to thrive in a dynamic, fast-paced environment.

Key Responsibilities

- Posting and reconciling accounting entries and supporting documents for Group companies operating abroad
- Managing daily bookkeeping tasks (AP/AR, general ledger, expenses)
- Collaborating closely with external accountants in different countries to support monthly accounting processes
- Reviewing, understanding, and organizing accounting files prepared under local accounting standards
- Assisting in the transformation of foreign accounting data into the Greek General Ledger format
- Recording transformed data into the Group's internal accounting system
- Assisting with tax filings, VAT, withholding taxes, and compliance procedures
- Working with ERP systems to maintain accurate financial data (Microsoft Dynamics 365 preferred)
- Supporting the preparation of financial reports and monthly closings
- Collaborating with internal teams to ensure smooth financial processes

Education & Experience

- Bachelor's degree in Accounting, Finance, or related field (AEI/TEI)
- Minimum **2 years** of experience in an accounting/finance role, ideally in a corporate accounting department or accounting firm
- Solid understanding of double-entry bookkeeping and tax framework

Technical Skills

- Strong proficiency in MS Excel (functions, pivot tables, data validation)
- Experience working with ERP systems Microsoft Dynamics 365 is a plus
- Familiarity with Greek tax regulations and electronic books (myDATA)
- Ability to prepare and interpret basic financial reports

Soft Skills

- Excellent organizational skills and attention to detail
- Analytical thinking and problem-solving attitude
- Ability to take initiative and work efficiently under deadlines
- Strong communication skills and team-oriented mindset
- Very good command of English (written and spoken)

What we offer

- Competitive remuneration package
- Private Medical Insurance package
- Continuous learning in new technologies
- Opportunity to work in large-scale projects with talented people

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