*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@mese.gr**