



09/03/2018

**Call for expression of interest
for recruiting a Finance Officer**

The Hellenic Financial Stability Fund ("Fund"), is a Legal Entity of Private Law, established by Law 3864/2010. The Fund is headquartered in Athens and its duration is set to June 30th, 2020, with the possibility of renewal following a decision by the Minister of Finance. The Fund intends **to recruit a Finance Officer within Finance Division**. The executive will be selected on the basis of an assessment of qualifications and will be recruited under a private-law, fixed-term contract, renewable. The remuneration will be determined according to candidate's qualifications and experience and the Funds internal policies. The staff of the Fund has a duty of loyalty to the Fund and a duty of strict confidentiality according to the provisions of Law 3864/2010, as in force. The staff of the Fund may not be employed by credit institutions under the supervision of the Bank of Greece or to legal persons belonging to the same group as those credit institutions for three (3) months from the retirement or for any reason expiring in the Fund.

Position requirements and qualifications:

- Bachelor's degree in Business Administration, or Finance. Master's Degree in Finance, Banking or an MBA will be considered a plus.
- A Professional Qualification (SOEL or ACCA or similar).
- Minimum 8 years of previous experience as finance officer or external auditor, preferably of financial institutions or banks.
- Very good Knowledge of IFRS.
- Excellent knowledge of MS Office (Excel, PowerPoint, Word)
- Excellent command of the English language, including financial/risk terminology.
- Analytical mind with problem solving aptitude

Main responsibilities:

- Reviews or prepares presentations, proposals, internal reports to be submitted by finance department.
- Review the HFSF Financial Statements for completeness and accuracy in accordance with the International Financial Reporting Standards (IFRS).
- Prepare the presentations to the HFSF Audit Committee in relation to the approval of financial statements and any other finance issues.
- Cooperates with and provide all necessary support to external auditors in the regular audit of the Fund's financial statements.



Ταμείο Χρηματοπιστωτικής Σταθερότητας
Hellenic Financial Stability Fund

- Reviews of material submitted by supported credit institutions in the context of the Relationship Framework Agreements (RFAs) and drafts voting instructions for the HFSF representatives in accordance with the fund's RFA implementation process.
- Reviews the RFA related consent requests and prepare, with the assistance of dedicated Portfolio Managers (as needed), proposals.
- Reviews Banks' financial statements and all finance related material and draft instructions to the EB, for the HFSF Representatives to approve the financial statements and relative material.
- Create and update the financial information database for the Banks and assist the Finance to access the impact in the Banks's financial aspects.

Interested parties are requested to send a detailed curriculum vitae in English, to the address mentioned below by 16/03/2018, together with a letter stating the reasons they believe that they are suitable for the job. Applications must be sent electronically to e-mail: HR@hfsf.gr under the heading "Hellenic Financial Stability Fund". All requests will be assessed under highest confidentiality. Only candidates who fulfil the profile will be contacted in order to proceed to the next step.