

**ΟΙΚΟΝΟΜΙΚΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΑΘΗΝΩΝ**



**ATHENS UNIVERSITY
OF ECONOMICS
AND BUSINESS**



ΔΙΑΤΜΗΜΑΤΙΚΟ
ΜΕΤΑΠΤΥΧΙΑΚΟ

**Διοίκηση
Ανθρώπινου
Δυναμικού**

REWARDS MANAGEMENT

Role matching examples

Άτυπος ηγέτης-σε δομή που δεν το «επιτρέπει»

ACCOUNTANT	
Duties: <ul style="list-style-type: none"> · Ensures effective preparation of ledger entries. · Assists in preparation of trial balances and financial statements. · Checks supporting accounting documentation. 	Specifications: <ul style="list-style-type: none"> · University degree plus 2-3 years of relevant experience or Higher National Diploma/Accounting Certificate · Good knowledge of English. · Familiarity with Accounting Software.
Typically reports to: Accounting Supervisor	
SENIOR ACCOUNTANT FIN 10	
Duties: <ul style="list-style-type: none"> · Responsible for an accounting section (e.g. general ledger, assets etc.). · Prepares company's financial statements and other reports. · Ensures the accuracy of journal entries. 	Specifications: <ul style="list-style-type: none"> · University degree and relevant professional training. · Usually 3-5 years of relevant accounting experience. · Good knowledge of English. · Familiarity with accounting software.
Typically reports to: Accounting Supervisor	
ACCOUNTING SUPERVISOR FIN 6	
Duties: <ul style="list-style-type: none"> · Co-ordinates and controls the full range of accounting functions. · Ensures compliance with Chart of Accounts and Tax Code requirements. · Prepares company's financial statements. 	Specifications: <ul style="list-style-type: none"> · University degree and relevant professional training. · Usually 6-8 years of relevant experience. · Good knowledge of English. · Familiarity with accounting software.
Typically reports to: Finance Manager or Accounting Manager and supervises 4-7 individuals.	
ACCOUNTING MANAGER FIN 5	
Duties: <ul style="list-style-type: none"> · Coordinates and controls the full range of accounting functions through a number of sizeable sections often in large organizations or in a group of companies. · Formulates company accounting policy and procedures and ensures compliance with Chart of Accounts and Tax Code requirements. · Monitors the preparation and signs company's financial statements. 	Specifications: <ul style="list-style-type: none"> · University degree and extensive professional training. · Usually 8-10 years of relevant experience, 4-6 of which at supervisory level. · Very good knowledge of English. · Familiarity with accounting software.
Typically reports to: Finance & Administration Director and supervises 2-3 Supervisors and their staff (8-14).	

Great expectations

ACCOUNTANT												
Duties:						Specifications:						
<ul style="list-style-type: none"> · Ensures effective preparation of ledger entries. · Assists in preparation of trial balances and financial statements. · Checks supporting accounting documentation. 						<ul style="list-style-type: none"> · University degree plus 2-3 years of relevant experience or Higher National Diploma/Accounting Certificate · Good knowledge of English. · Familiarity with Accounting Software. 						
Typically reports to:												
Accounting Supervisor												

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Duties:						Specifications:						
<ul style="list-style-type: none"> · Responsible for an accounting section (e.g. general ledger, assets etc.). · Prepares company's financial statements and other reports. · Ensures the accuracy of journal entries. 						<ul style="list-style-type: none"> · University degree and relevant professional training. · Usually 3-5 years of relevant accounting experience. · Good knowledge of English. · Familiarity with accounting software. 						
Typically reports to:												
Accounting Supervisor												

ACCOUNTING SUPERVISOR												FIN 6
Duties:						Specifications:						
<ul style="list-style-type: none"> · Co-ordinates and controls the full range of accounting functions. · Ensures compliance with Chart of Accounts and Tax Code requirements. · Prepares company's financial statements. 						<ul style="list-style-type: none"> · University degree and relevant professional training. · Usually 6-8 years of relevant experience. · Good knowledge of English. · Familiarity with accounting software. 						
Typically reports to:												
Finance Manager or Accounting Manager and supervises 4-7 individuals.												

Τα πτυχία μετράνε;

UNDERWRITER (LIFE INSURANCE)	INS 3
Duties: <ul style="list-style-type: none">· Provides integrated support in the proposals process and supports the sales network with underwriting guidance and information.· Calculates the premium.· Assists in the preparation and issuance of policies.· Assists in clarifying or resolving underwriting related problem.· Issues life insurance contracts.	Specifications: <ul style="list-style-type: none">· College or high school diploma and professional training.· Usually 2-4 years of relevant experience.· Working knowledge of English.
Typically reports to: Underwriting Manager	

ACTUARY (LIFE INSURANCE)	INS 7
Duties: <ul style="list-style-type: none">· Provides integrated support to the Actuary Head throughout the claims processing operation.· Assists the Actuary Manager to the product design, development and pricing.· Maintains all records and ensures their updating process.	Specifications: <ul style="list-style-type: none">· University degree in mathematics, statistics or economics.· Actuary License.· Usually 2-3 years of relevant experience.· Good knowledge of English.
Typically reports to: Actuary Manager or Actuary Supervisor	

ACTUARY SUPERVISOR (LIFE INSURANCE)	INS 43
Duties: <ul style="list-style-type: none">· Supervises the claims processing operations and the maintenance of all updated records.· Participates in the design and the development of company products and provides insight for their pricing.· Participates in the monitoring of technical performance of products (reserves, embedded value, claim ratios, silvery margin etc.) and supports Actuary Manager in the pricing changes decisions.	Specifications: <ul style="list-style-type: none">· University degree in mathematics, statistics or economics and additional professional training.· Actuary License.· Usually 3-6 years of experience in the insurance sector.· Very good knowledge of English.
Typically reports to: Actuary Manager and supervises 1-3 Actuaries.	

Μόνο ο τίτλος μετράει!?

USER SUPPORT										IT 8
Duties:					Specifications:					
<ul style="list-style-type: none"> · Provides technical support regarding H/W systems and S/W applications to end-users, either onsite or remotely. · Provides training to users and solves technical problems. · Reports application bugs or inefficiencies and escalates them to the development team. 					<ul style="list-style-type: none"> · University degree or Computer Diploma/Certificate. · Usually 1-2 years of relevant experience. · Good knowledge of English. 					
Typically reports to:										
IT Infrastructure Manager or IT Manager or IT Supervisor										
SYSTEM & NETWORK ADMINISTRATOR										IT 11
Duties:					Specifications:					
<ul style="list-style-type: none"> · Responsible for the administration, maintenance and troubleshooting of server systems and networking infrastructure. · Manages users profiles, including access controls, email accounts, remote access services, backup and restore procedures. · Updates S/W applications by installing new releases and security patches, in co-ordination with IT vendors. · Implements monitoring operations and performs design modifications when necessary, in order to ensure proper network performance. 					<ul style="list-style-type: none"> · University Degree in Computer Science or Engineering. · Large IT vendor certification. · Usually 3-4 years of experience in the administration of enterprise-wide IT environments. · Very good knowledge of English. 					
Typically reports to:										
IT Infrastructure Manager or IT Manager or IT Supervisor										
IT MANAGER										IT1
Duties:					Specifications:					
<ul style="list-style-type: none"> · Responsible for IT budget, planning, implementation and operation of corporate IT and communications infrastructure. · Analyzes departmental needs and establishes priorities for systems and applications deployment. · Manages the Applications, Infrastructure and Support teams. · Manages partnerships with Technology vendors and performs new technology assessments and evaluations. 					<ul style="list-style-type: none"> · University degree often at postgraduate level and extensive professional training. · Usually 8-12 years of experience, 6 of which at supervisory level. · Very good knowledge of English. 					
Typically reports to:										
IT Director or Finance & Administration Director and supervises 1-2 Supervisors and their staff (4-10).										

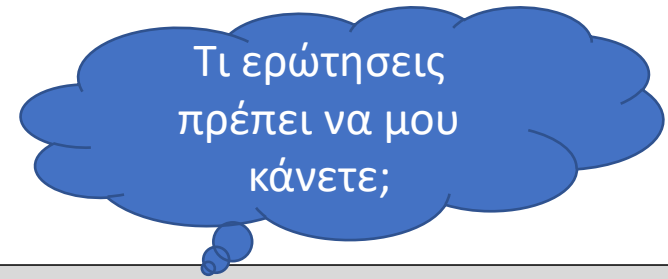
Μαντζερ ή supervisor?

Ποιές δύο
ερωτήσεις πρέπει
να μου κάνετε;

ACCOUNTING SUPERVISOR										FIN 6
Duties:										Specifications:
· Co-ordinates and controls the full range of accounting functions.										· University degree and relevant professional training.
· Ensures compliance with Chart of Accounts and Tax Code requirements.										· Usually 6-8 years of relevant experience.
· Prepares company's financial statements.										· Good knowledge of English.
										· Familiarity with accounting software.
Typically reports to:										
Finance Manager or Accounting Manager and supervises 4-7 individuals.										

ACCOUNTING MANAGER										FIN 5
Duties:										Specifications:
· Coordinates and controls the full range of accounting functions through a number of sizeable sections often in large organizations or in a group of companies.										· University degree and extensive professional training.
· Formulates company accounting policy and procedures and ensures compliance with Chart of Accounts and Tax Code requirements.										· Usually 8-10 years of relevant experience, 4-6 of which at supervisory level.
· Monitors the preparation and signs company's financial statements.										· Very good knowledge of English.
										· Familiarity with accounting software.
Typically reports to:										
Finance & Administration Director and supervises 2-3 Supervisors and their staff (8-14).										

Double hat roles



ACCOUNTING CLERK	FIN 14
<p>Duties:</p> <ul style="list-style-type: none"> · Assists in checking of accounting documentation and in preparation of ledger entries · Performs various routine accounting activities. · Reconciles bank accounts and processes payments. <p>Typically reports to: Accounting Supervisor</p>	<p>Specifications:</p> <ul style="list-style-type: none"> · Higher National Diploma or Accounting Certificate. · Usually 1-3 years of relevant experience.

ACCOUNTANT	FIN 13
<p>Duties:</p> <ul style="list-style-type: none"> · Ensures effective preparation of ledger entries. · Assists in preparation of trial balances and financial statements. · Checks supporting accounting documentation. <p>Typically reports to: Accounting Supervisor</p>	<p>Specifications:</p> <ul style="list-style-type: none"> · University degree plus 2-3 years of relevant experience, or Higher National Diploma/Accounting Certificate plus 4-6 years of relevant experience. · Good knowledge of English. · Familiarity with Accounting Software.

CREDIT & COLLECTION OFFICER	FIN 17
<p>Duties:</p> <ul style="list-style-type: none"> · Communicates directly with clients and when needed through sales force to ensure timely payments of outstanding invoices · Follows up on overdue accounts and refers longstanding/delinquent accounts to Superior for action. · Assists in the preparation of regular credit reports and liaises continually with the Sales department. <p>Typically reports to: Credit & Collection Supervisor</p>	<p>Specifications:</p> <ul style="list-style-type: none"> · University or College degree. · Usually 1-2 years of relevant experience. · Good knowledge of English.

Μα αφού «παίρνει» πολλά....

33.500 per annum

EXECUTIVE SECRETARY										ADM 4
Duties: <ul style="list-style-type: none">· Provides comprehensive and integrated secretarial support to a Department Director/ Manager.· Maintains the diary and ensures the arrangement of appointments, travel, accommodation and events of the Director/Manager.· Deals independently with other routine matters relevant to the Director/Manager.										Specifications: <ul style="list-style-type: none">· Secretarial diploma and professional training.· Usually 3-6 years of relevant secretarial experience.· Very good secretarial skills and PC familiarity.· Very good knowledge of English and often in a second language.
Typically reports to: Department Director or Manager										

OFFICE MANAGER										ADM 2
Duties: <ul style="list-style-type: none">· Ensures provision of effective general office and administration services.· Oversees the effective utilisation and the maintenance of office equipment and staff facilities.· Prepares budgets, monitors the supply of stationary and consumables, and oversees the maintenance of office facilities and office housekeeping.										Specifications: <ul style="list-style-type: none">· Higher National Diploma or relevant professional training.· Usually 5-7 years of office administration experience.· Very good knowledge of English.
Typically reports to: Administration Manager or Finance & Administration Director										

Median: 35.000
per annum