

Finance Manager

Eppc on behalf of its client, one of the leading companies in Albania's Automotive market, is currently recruiting a Finance Manager.

Major responsibilities:

- Bookkeeping service (recording of all documents cash/ bank and sale invoices, custom documents);
- Reconciliation of cash and bank accounts;
- Reconciliation of third part accounts (clients suppliers repated parties etc.);
- Monthly reporting (trial balance) & annual reporting according Albanian Legislation;
- Reporting to National Bank of Albania for leasing activity;
- Preparation of tax returns and relations with tax authorities (Monthly VAT return, social & health; contribution, profit tax return, withholding tax payment & other tax return according legislation);
- Managing relationships with local tax and legal advisers, authorities and auditors;
- Financial reports to the group.

Requirements for this position are:

- University degree (Accounting finance, preferred experience in banking field, etc.);
- Not less than 4 years' experience in financial institutions and / or banks;
- Comprehensive knowledge of working in the banking and finance system, including the recognition of credit risk, regulations and policies and procedures;
- Excellent analytical skills, including proficiency in MS Excel and the preparation of financial statements for financial analysis;
- Very good skills in written communication, verbal and non-verbal , proficiency in English
- Advanced knowledge of credit on the product and on the lending policies and procedures and legislation related;
- Excellent organizational skills and work of / independent when performing the task.

Facts & Figures

Position:	Finance Manager;
Location:	Tirana;
Working hours:	40;
Contract:	According to Labor Code;
To apply until:	06.10.2017.

How to apply

To apply for this opportunity, please send your CV and supporting document, mentioning the position that you are applying for, to:

recruitments@eppc.al

You will be contacted by eppc only if your CV & support documents will be qualified by our evaluation team.