

EPPC Albania on behalf of its customer, **the official distributor of one of the largest global fashion groups in the world**, is looking for a *Senior Finance Specialist*.

Responsibilities:

1. Financial accounting and reporting;
2. Develop and maintain timely and accurate financial statements and reports;
3. Document and maintain complete and accurate supporting information for all financial transactions;
4. Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control etc.;
5. Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll;
6. Payroll preparation and administration;
7. Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Executive Director.

Requirements for this position:

- University degree in Finance/Accounting;
- At least **3 years of progressive financial responsibility**; (*previous experience in international companies it is an advantage*)
- **Very good knowledge of Financa 5**;
- Very good knowledge of Microsoft Office; (**Excel is a MUST**)
- Very good knowledge of **English or Italian**;
- An analytical approach to work and detail oriented;
- Good control skills, management and in preparation of reports.

Facts & Figures:

Position:	Senior Finance Specialist;
Location:	Highway;
Working hours:	40;
Reports to:	Executive Director;
Contract:	According to Labor Code;
To apply until:	26.11.2016.

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 only if your CV & support documents will be qualified.