

Senior Tax & Accountant

TRAININGS
RECRUITMENTS
CONSULTANCY

eppc

EPPC Albania on behalf of its client, an **INTERNATIONAL COMPANY**, specialized in audit, accountancy, tax, legal and advisory services, is currently recruiting a **Senior Tax & Accountant**.

Major responsibilities:

- Client's ledger bookkeeping, which operates in different industries (service, construction, trade, production, etc.) in accordance with national and international accounting standards and current applicative legislation;
- Managerial bookkeeping in accordance with clients requests;
- Chart of Accounts verification and reconciliation;
- Costs Centers verification and reconciliation;
- Preparation of periodic financial and managerial reports in accordance with clients requests;
- Preparation of monthly tax declarations in accordance with applicative fiscal law requests;
- Preparation of financial statements and tax declarations for local and international companies;
- Communicating with tax authority;
- Report design and keeping constant communication with client.

Requirements for this position are:

- **Graduate in Finance & Accounting (Mandatory);**
- **Proficiency in Accounting Software (Kontabilitet Alpha);**
- **At least 3 years' experience in accounting**, previous experience in Accounting company will be an advantage;
- **Excellent skills and knowledge in completing Financial Statements in accordance with NAS, IFRS;**
- Knowledge of tax & fiscal regulations framework;
- Profound computer literacy (**Advanced knowledge in Microsoft Excel**, Outlook, Internet, etc.);
- Very good communication skills in English and Albanian;
- Strong analytical mind, control skills and attentions toward details.

Facts & Figures:

Position: Senior Tax & Accountant;
Location: Tirana;
Contract: According to the Labor Code.

How to apply:

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

tianda.nano@eppc.al

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