

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.);
- Excellent communication skills in English and Albanian;
- Ability to work under pressure and overtime;
- Ability to meet deadline;
- Strong analytical mind and passion for accounting;
- Strong control skills and attentions toward details.

## Facts & Figures:

**Position:** Senior Tax & Accountant  
**Location:** Tirana  
**Contract:** According to the Labor Code  
**To apply until:** 24.08.2018

## 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](mailto:recruitments@eppc.al)

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