

EPPC Albania on behalf of its client, is currently recruiting a **Treasury Supervisor**.

Major responsibilities:

- Provides accurate registration of all transactions with banks, payment, interest and credit relations;
- Budgeting and forecasting the performance of all payments in respect of the liquidity flows and forecast cash flow of the company with monthly basis;
- Register and reconcile transactions with banks and bank accounts on a weekly basis;
- Follow up of the payment schedule for foreign suppliers and domestic orders, ensuring an accurate forecast of liquidity needs during the month;
- Controls and registers credit limits for each bank and each form of financing;
- Prepares and registers payments in the payment system and NAV, along with the relevant documentation;
- Controls and manages funds to optimize costs, increase efficiency, and enhance financial leverage through the effective use of the company's liquidity;
- Supervises the fulfillment of requirements as defined in the Cash Management Procedure;
- Responsible for managing the company's funds to reduce exposure to interest and exchange rate fluctuations;
- Prepares periodic Cash Flow forecast reports for payments and collections;
- Prepare a weekly report on the supplier's seniority and report any related issues to the Director of Finance;
- Assist the Director of Finance in implementing controls and procedures related to the company's liquidity management and help prepare guidelines for the finance staff in stores;
- Actively participate in projects focused on changes and improvements in cash flow management, as well as new implementations of liquidity control techniques to enhance efficiency in liquidity management.

Requirements for this position are:

- Degree in Finance / Accounting;
- **Minimum 5 years' experience in accounting and finance;**
- Good knowledge of accounting and liquidity management;
- Good knowledge of financial instruments funding as LC / BG / lines of credit;
- Good knowledge of liquidity management practices and administration;
- Good knowledge of English language;
- Good knowledge of MS Office package;
- **Good knowledge of NAV.**

How to apply:

To apply for this opportunity, please fill your application at:

<https://aplikim.eppc.al>

You will be contacted only if your CV will be qualified.