

VACANCY

Company Profile: BALFIN Group is among the largest private investment groups in Albania. The Group's investment portfolio embraces activities of real estate development, retail sales, commercial and industrial space management services, mining and metallurgy industry, customer financing, etc.

AlbChrome is an affiliate of Balfin Group operating in the sector of Mining Industry.

Job position: Senior Specialist Reporting & Cost-Accounting
Band: 13/4T
Contract Terms: Unlimited
Department: Finance
Location: **HQ - Tirana**
AlbChrome

Summary:

We are seeking a Senior Specialist Reporting & Cost-Accounting. Under the overall supervision of the Head of Finance Department, the Senior/Specialist of Reporting & Cost Accounting is responsible for analyzing and controlling cost of production, by ensuring the compliance with procedures and cost accounting methods. This requires high analytical and technical skills in cost management and reporting in good quality.

Duties and Responsibilities:

- Prepare monthly cost reports, evaluate the variances with budget and require additional information from business units within required deadlines.
- Analyzing audit of cost and evaluate in details monthly consumption rates, variable and fixed cost of production.
- Assisting in month end close of the General Ledger.
- Prepare monthly reporting package within required deadlines by Group.
- Develop and maintain cost accounting system, according procedures, policies, and GAAP.
- Initiates and/or analysis the cost accounting system requirements, identify alternatives, makes recommendations and implement approved changes.
- Providing management with estimates and accurate forecast of production cost and profitability of products.
- Conduct inventory stock analysis on a monthly basis and generate reports.
- Participate in company budgeting process, evaluate production costs and other components;

- Prepare monthly and quarterly accounting reports for submission to management.
- Assisting during audit processes, preparation of year-end financial statements and provide the necessary information to the auditor.
- Other duties required by Head of Department.

Qualifications and Skills:

MINIMUM QUALIFICATIONS:

3.1 Education:

- University Degree in Finance, Accounting, or Business Administration.
- A Master's degree (e.g. MBA) would be highly desirable.

3.2 Work Experiences and required skills:

- Minimum of 3-5 years' experience in cost accounting, cost analysis, accountant, and similar roles.
- Candidates that hold professional certificate as Certified Accountant, (CA, etc) would be preferable.
- Strong business acumen of accounting treatment, management reporting and performance management.
- Language skills: Proficient in Albanian and very good command of the English language (written and spoken). Knowledge of any other language would be an asset;
- Sound experience in project management and project accounting;
- Good analytical skills, high level of responsibility.
- Database analysis and advanced Excel skills (Microsoft Office), other accounting systems.

3.3 Language skills:

Proficient in Albanian and very good command of the English language (written and spoken). Knowledge of any other language would be an asset;

3.2.1 Other interpersonal Skills:

Strong time management skills
Integrity, with an ability to handle confidential information
Ability to prioritize and plan effectively

Excellent analytical skills with an attention to detail
Problem-solving aptitude
Self-motivator, capable of working with minimum supervision.

- **Language skills:**
Proficient in Albanian and very good command of the English language (written and spoken).
Knowledge of any other language would be an asset;
- **Reporting Line:** Reports to the Head of Department and to CEO when required.
- **Work conditions:**
Balfin Group offers an attractive benefit package, including a fair remuneration based on merit and performance evaluation.

Application Procedure:

To apply for this position, please submit Your CV before **14.02.2020** through the email address:
hr@albchrome.al

* All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".

Please note that only those candidates SELECTED for further consideration, will be contacted.