

## 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:** Finance Specialist  
**Grade Level:** 3T/10  
**Contract Terms:** Unlimited  
**Department:** Finance  
**Location:** Headquarters, in Tirana  
AlbChrome

**Summary:** Under the direct supervision of the Chief Accounting Officer (CAO) and the overall supervision of the Head of the Finance Department, the Finance Specialist is responsible for assisting in management of all account operations of the company. The Finance Specialist provides coordination in administrative planning and accounting efforts of the company.

### Duties and Responsibilities:

1. Make entries in the operating financial system, including sales, warehouse entries, assets and other relevant documentation.
2. Assist in the completion of the monthly close procedures and reporting.
3. Prepare monthly account reconciliations in general, makes regular reconciliations for accounts payables and receivables.
4. Coordinates with business units, analyzes and certifies store documentation sent from the business units.
5. Analyzes purchase and sales costs entries feed from the Business Units and distributes costs accordingly.
6. Assist in the preparation of frequent internal financial reports; analyzing and correcting discrepancies.
7. Assists the CAO during tax audits and external audits.
8. Conduct regular site visits to monitor, meet, discuss, and work with Business Units finance departments.
9. Participate in yearly inventory of business units.
10. Responsible for day-to-day finance and accounts operations for business units.
11. Perform full set of accounts and ensure timely closing of accounts for business units.
12. Issue project cost reports for review and approval.
13. Work consultatively with the respective departments on cost reduction initiatives.
14. Other duties as assigned;

### Qualifications and Skills:

- **Education:**  
Economic University Degree – preferred in accounting, a Master’s degree (e.g. MBA) would be highly desirable;
- **Work Experiences:**  
Minimum 2-3 years of accounting experience.  
Sound experience in construction business sector and project accounting;  
Strong technical skills in accounting;  
Strong analytical skills, stress resistant;  
Self-motivator, capable of working with minimum supervision;  
Good communicator, both oral and written;
- **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 all documents as requested below before:

**08.05.2020**

Through the email address:

**[hr@albchrome.al](mailto: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".