

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: Chief Accounting Officer
Band: 15/4
Contract Terms: Indefinitive
Department: Finance
Location: **HQ - Tirana**
AlbChrome

Summary:

We are seeking a Chief Accounting Officer. Under the direct supervision of the Head of Finance Department, the Chief Accounting Officer is responsible for management of all account operations of the company. The Chief Accountant provides leadership and coordination in administrative planning and accounting efforts of the company.

Duties and Responsibilities:

1. Manages, controls and records all accounting, ensuring good performance of the overall accounting function and reliable accounting data;
2. Set-ups and manages project accounting for different projects and different activity locations;
3. Coordinates the preparation of financial statements, financial reports, special analyses and informational reports;
4. Coordinates changes and suggests improvements in automated accounting and management information systems of the company;
5. Serves as a certifying specialist for all company accounts and obligating documents;
6. Ensures compliance with IFRS, Tax and Group reporting requirements;

7. Ensures records systems are maintained in accordance with generally accepted auditing standards;
8. Develops and implements accounting and internal control procedures;
9. Assists in and act as liaison for external audit processes and tax audits;
10. Follows up on all tax issues, reporting and liaising with legal department on tax related cases;
11. Monitors the fixed asset register;
12. Assists the CFO in matters related to budgeting;
13. Supervises and leads the accounting staff;
14. Periodically travels to AlbChrome business units (Bulqiza, Burrel, Elbasan) to manage accounting issues;
15. Other duties as assigned;

Qualifications and Skills:

MINIMUM QUALIFICATIONS:

3.1 Education:

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

3.2 Work Experiences and required skills:

Minimum 5 years of accounting experience.

Knowledge of Navision

Strong business acumen of accounting.

Minimum 2 years of people management / functional leadership responsibility;

Sound experience in project management and project accounting;

Strong technical skills in accounting, management reporting and performance management;

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 analytical skills, stress resistant;
Self motivator, capable of leading and motivating people.
Good communicator, both oral and written;
Excellent analytical skills with an attention to detail
Problem-solving aptitude
Self-motivator, capable of working with minimum supervision.

- **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 **20.04.2021** 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.