

VACANCY ANNOUNCEMENT

SPAR Albania Ltd. is an affiliate of BALFIN Group operating in the sector of food retail with the right of exclusivity of the name "SPAR".

Balkan Finance Investment Group, BALFIN Group, is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro, Switzerland, Croatia, and the Netherlands, employing approximately 5,200 people. The activities of the BALFIN Group comprise real estate, wholesale and retail, banking, asset management, media, education, and logistics. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation, and social investment.

Job position: Chief Accounting

Department: Finance

Grade: 12

Location: Head Office

Summary: Responsible for day to day finance and accounts operations; Control and forecast of all financial reports of all departments.

Duties and Responsibilities:

- Perform full set of accounts and ensure timely closing of accounts;
- Develop and maintain internal control and effective accounting system and policies for the set up;
- Monthly preparation of the company's financial statement, closing of accounts as well as the preparation of other periodical reports including various analyses
- Plan and make recommendations on the company's yearly budget plan;
- Supervise the proper maintenance of the employee duties and records related to accounting; supervise the invoicing team;
- Work with supervisory examiners such as Tax Office and External Auditors and properly follow up the audit process;
- Monitor financial statements' changes and progress as well as company's monthly KPI's;
- Determination of accounting methods and guidelines;
- Regular Checking of accounting transactions (individual accounts) as well as of turnovers and invoices;
- Prepare and reviews external financial reports, which summarize and forecast the company activities and financial position in areas of income, expenses, planned expenditure, etc;
- Support Finance Director in ensuring that intercompany cost allocations are in line with management Agreements and transfer pricing policy;

Qualifications and Skills:

- **Education:**

- Both university degree and Master; at least one degree focused in accounting.
- **Work Experience:**
- 5 years or more of working experience in multinational environment or similar company in the accounting department.
- **Additional qualifications:**
- Fluent written and spoken English;
- Member or part qualified member of a professional body (ACCA, ACA etc); membership will be valued as a very strong asset;
- Excellent knowledge of Albanian legislation and IFRS
- Working experience in big 4.

Other skills:

- Good communication skills;
- Systematic and organized

Application procedure: To apply for this position, please submit CV with covering letter before **28/02/2023** to hr@spar.al stating the post on the subject line or by post to the following address: Spar Albania ltd, Tirana East Gate (TEG), National Street Tirana-Elbasan, Farkë (Lundër), Tirana.

* 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".