

FINANCIAL EXPERT VACANCY

Optima Legal & Financial is a prominent law and financial firm in Albania, built as a dynamic, highly efficient and creative team of success-oriented lawyers and financial experts. Optima Legal & Financial is looking for a Financial Expert to join our finance team.

Key Responsibilities

1. Bookkeeping according to Albanian Law based on national accounting standards according to a chart of accounts based on business structure;
2. Tax compliance services;
3. Preparation of the financial monthly and yearly reports;
4. Preparation of all the necessary documents required by the Albanian General Tax Department, regarding the Double Tax Treaties procedures.
5. Supporting the clients with the preparation of all the needed documentation and constant correspondence with the Tax Authorities and Local Authorities, regarding routine tax matters.
6. Processing and preparation of all necessary reports for tax authorities and / or clients' Principal requirement (statistical, financial statements, VAT reports, bank reports, cash flow, cost allocation, cost calculation etc.) all according to Albanian Law;
7. Salary calculations;
8. Monthly supervision of business transactions;
9. Preparation of Statutory Financial Statements;
10. Supervision of all documents and / or assistance regarding all business activities;
11. Preparation and authorization of cheques;
12. Cash payments;
13. Preparation and authorization of bank payments;
14. Ensuring completeness of all documents provided to us for accounting purposes, such as purchase contracts, invoices issued by suppliers, cheques;
15. Petty cash, travel expense claims, controlling and posting;

Qualifications:

1. University degree in Accounting, Finance, Business or similar field;
2. A minimum of 4 years professional experience in accounting and financial management;
3. Sound knowledge of IAS and NAS would be considered an advantage;
4. Excellent command of English and Albanian, both spoken and written is essential;
5. Have strong computer skills (particularly in Excel spreadsheet programs and with using financial management software such as Alpha Business);
6. Ability to work in a team, handle multiple complex tasks concurrently, able to prioritize tasks and meet tight deadlines;

Have you got what it takes?

At Optima Legal & Financial we believe in people's power! Our team takes the plunge into a culture characterized by energy and dynamism, partnership and empathy, an international outlook and the determination to succeed. Commitment and dedication are a must. Fun and job satisfaction too. If that sounds like you, we would be delighted to hear from you!

Please send your Cv and a letter of motivation within **30th January 2016** at e.nezaj@optima-al.com