
Job Announcement

Title: Accounting and Finance Specialist

Location: Tirana

Status: Full Time

Period of employment: 9 months (November 2014 - June 2015)

Background

AgroCapital is a three year USAID-funded program whose mission is to boost economic growth in Agriculture and food industry business sectors. The program provides consultancy to select banks and financial institutions through improvement of products and processes to develop successful Agro lending practices. AgroCapital will strengthen SME's in agriculture and food processing value chains with access to capital and finance and modern business practices. AgroCapital is implemented by CBS, a non-profit organization whose mission is to strengthen financial institutions, local businesses, start-ups and entrepreneurs with modern business practices.

General Scope of the position

The *Accounting & Finance Specialist* is responsible for data registering in the Finance 5 Software and preparation of some financial reports. She/he prepares the budget analysis. She/he registers and declares to the Tax office System monthly CBS Declarations. The position reports to the Finance & Operation Manager.

Duties and responsibilities

- Accounting & Finance Specialist is responsible for bookkeeping, accounts payable and banking transaction activities.
- Responsible for strictly applying the charts of accounts and general ledger meeting CBS's internal regulations.
- Responsible for preparing some of the financial reports in CBS.
- Performs budget performance analysis and provides internal reporting to Finance & Operations Manager describing budget vs. actual financial deviations.
- Register and declare all the CBS declaration in Tax office System, through the supervision of the Accounting and Finance Manager.

Qualifications

- University degree in Accounting and Finance or an equivalent degree.
- At least 2 years of experience practicing accounting in one financial institution or large business.
- Very good skills in accounting and good knowledge of the Finance 5 Software.
- A self-motivated person
- Team-working ability and interpersonal skills; able to quickly adopt in new working environments
- Proficient use of English.

For the application, please email a cover letter and CV until **October 17, 2014** to info@cbs.al and include "Accounting and Finance Specialist" in the subject line.