

Finance Specialist

Employer: CBS Creative Business Solutions
Location: Tirana
Status: Full Time

General Scope of the Position

CBS Creative Business Solution is seeking a Finance Specialist to provide support for all financing activities of the company. He/she is responsible for completing miscellaneous Bookkeeping, performing all the daily transactions in the Financial Software separate on project basis and allocate the incomes and expenses in accurate manner. The Finance Specialist is responsible for preparing all internal reports of company, Cost analysis, P&L, EBITDA etc. He/ She coordinates the preparation and distribution of financial management information to specific projects and departments. He/ She works closely with the Accounting Officer and Finance Manager coordinating the bookkeeping, payroll and payment processing activities. The position reports to the Finance Manager.

Duties & Responsibilities

- In close coordination with Finance Manager performs a range of bookkeeping activities including process payments, banking transaction, office expenditure process payments and other record management;
- Responsible for preparing all internal reports of company, Cost analysis, P&L, EBITDA etc.
- Completing all financial issues of company, keeping relationships with the government bodies: Tax Office, National Registration Center, Municipalities, and solve the issues the companies will faced with these institutions;
- Provides the whole cycle of payroll services included the reporting process to the E-filing (Tax Office System) and E-Albania (Government body system);
- Manages effectively and accurately all individual donor related project financial reporting requirements;
- Supports formal auditing with external audit firms and prepares external audit materials and documentation;
- Perform and complete any other duties as required.

Skills and Qualifications

- University degree in Finance or an equivalent degree. At least 3 years of experience practicing accounting or equivalent experience with a large institution;
- Experience in projects environment is a strong advantage;
- Good skills in financial software's (Financa 5 or Alpha) and Tax Office System as well;

- Strong interpersonal and communication skills; resourceful and self-confident; ability to perform under strict deadlines;
- Organizational skills and ability to manage deadlines; a self-motivated person, ability to work independently; strong verbal and written communication skills; a persuasive communicator with excellent interpersonal skills;
- Skilled and thorough in analyzing problem situations and finding creative solutions. Computer literate in MS Word, Excel and Power Point.

How to Apply:

Interested applicants should submit a brief cover letter and a current resume before **June 23th, 2019** to info@cbs.al and include “Finance Specialist” in the subject line.

About CBS

Creative Business Solutions (CBS) is an economic development organization with consulting and project implementation expertise in Finance, Agriculture, Tourism, Green Energy etc. CBS partners with international donors to implement development projects primarily relating to access to finance, tourism and agriculture. The organization works with highly qualified partners to develop technology-oriented products including IntoAlbania.com, IntoAlbania app, Agroweb.org, LORES, AGIS etc. Since it started in 2013, CBS has implemented 15 development projects with a combined \$7.8 million budget. It employs more than 39 professional through a head-office in Tirana and three local branches, Fier, Korce and Peshkopi.

www.cbs.al