

VACANCY ANNOUNCEMENT

The Green Coast Company part of the Balfin Group is focused on the design, construction, commissioning, administration, maintenance, and operation of Tourist Resorts, the development of Tourist Facilities and Villages and hotel units.

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, 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.

Position: Senior Finance Officer

Department: Finance

Location: Tirana

Summary: The "Senior Finance Officer" monitors from a financial point of view the project and the relevant related reports. Follows up and keeps the relations with the third parties (i.e. for loans, and payments, as well as complete sets of accompanying documents according to the procedures). Tracking the report of contracts and payments from clients. Follow-up and report periodically for the assigned project/s.

Main Responsibilities:

- Controls the recording of purchase and sale invoices under applicable fiscal legislation;
- Responsible for the activity of the adHoc assigned project, managing contracts with third parties;
- Follow-up and report periodically for the assigned project;
- Reconciles and reviews the accounts receivables and payables periodically;
- Tracking the report of contracts and collections from clients (contract/collection);
- Creates coordinates, and monitors the reports generated by the finance department following the requirements of the company's management;
- Analyses and monitors the implementation of procedures of the finance department, suggests changes for the existing procedures in place;
- Implementation, application, and accounting of IFRS 9,15,16;
- Implementation and updating of all IFRS standards affecting the company;
- Financial risk analysis and optimization;
- Controls in detail the monthly expenses and income realized;
- Assists in the budgeting process;
- Liaison with the company's internal and external auditors during audit processes;

- Any ad-hoc tasks that may arise.

Education: Degree in Finance

Requirements:

- Have from 5-7 years of experience in the related financial field;
- To be able to work without/or with little supervision;
- Very good analytical and reporting skills;
- Have initiative, and communication skills, work well in teams and under stress;
- Be oriented to follow up on issues that may arise and have problem-solving skills;
- Good knowledge of the accounting software and Finance 5;
- Excellent knowledge of the Microsoft Office package;
- Good knowledge of the English language;
- Previous work experience in a construction/investment company is favourable.

Application Procedure: All interested parties can apply by sending their CV and motivation letter to the email address hr@greencoast.al

Application Deadline: 23/02/2023

After the screening, only selected candidates will be contacted.

** All applications will be treated with complete confidentiality according to law no. 9887 decided by the Albanian Parliament on "Personal Data Protection".*