**VACANCY**

 **Company Profile:** 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 and the Netherlands, employing approximately 6,000 people. The activities of the BALFIN Group comprise the development and management of real estate, retail, mining industry, banking, tourism, energy, logistics, etc. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation and social investment.

**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”.

**Job position:** Treasury Supervisor

**Grade:** 9
**Department:** Finance
**Location:** Tirana
**Summary:** Treasury Supervisor is responsible for the day-to-day management of his / her duties in accordance with the general policies of the company.

**Principal responsibilities:**

• Manages all payment processes according to the deadlines set with the suppliers in the contract accompanied by the necessary documentation according to the standards and procedures of the company;

•Monitors the situation of funds in the markets, the deposit of funds in the bank and the relevant controls;

 • Monitors cash payments accompanied by relevant documentation;

• Monitors the registration of the bank statement and the confirmation of monthly / annual balances;

• Reports the status of available funds on a daily basis and prepares the payment plan;

• Monitors on a daily basis the functioning of the accounting system and relevant financial accounts including bank reconciliation, creditors and intermediate accounts;

• Prepares the financing report of the company;

• Prepares the planning of inflows and outflows of the company for a period of 12 months;

• Archives payment documents in the bank;

• Coordinates the process of financing lines and the necessary documentation required by the financing institutions;

• Prepares other necessary reports according to the company's requirements;

**Qualifications and Skills:**
**- Education:** Higher education, Economics / Finance profile
**- Work Experiences:** At least 2 years of work experience in related profile.

**- Additional qualifications:**
• Good knowledge of English language.

• Good knowledge of Finance 5 and Excel.
**- Additional skills:**

- Good communication skills;

• Systematic and organized.

**Application Procedure\*:**To apply for this position, please submit CV with covering letter before 21/12/2021 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".