Tirana International Airport SHPK (TIA) is seeking to hire a

 **Financial Controller**

who will report to the **Business Planning and Control Manager** ***of*** the company.

**Main tasks and responsibilities of the position:**

*(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)*

* Assist and support Director Business Planning and Controlling in preparation of financial and business reporting to AC, shareholders, lending institutions, governmental bodies in the required format and frequency.
* Evaluation of financial performance of TIA and all its Divisions and Departments, actual versus budget comparison.
* Drafting budgets and providing support and expertise in the process.
* Assistance for the update of the periodic risk reports as well as for ad-hoc risk notifications.
* Analyze business and financial processes of TIA recommend solution, improvement plans.
* Support actively the process of preparation of the Financial Statement
* Assist in drafting of business, financial and accounting procedures.
* Perform ad hoc business analysis and other duties related to business, financial and accounting issues in cooperation with other Divisions or Departments.

***Note: JD duties may by subject to changes according to the operational needs***

**Requirements of the position:**

* University degree in accounting/finance/business administration.
* At least 3 years of relevant working experience.
* Familiar with standard accounting and financial software or ERP.
* Advanced knowledge of the Microsoft Office (Excel, Access)
* Analytical and numerical skills
* Able to produce readable high quality reports and effective presentations to management.
* Interpersonal effectiveness, drive to achieve, team work
* Verbal and written communication skills with sensitivity for second opinion
* Fluently in Albanian and English

To apply for the above mentioned position the applicants should fulfill the Internal Application Form, which can be found in the Administration Building, Office Nr.101, and submit it together with a recent CV to the following address: human-resources@tirana-airport.com, or to the reception of the Administration Building (Rinas).

Human Resources Department will contact only candidates selected from the documentation screening.