

## Job Opening

**Job Title:** Reporting Officer  
**Department:** Financial Control Department  
**Reports to:** Head of Reporting Unit

**TIRANA BANK**, one of the leading banks in Albania and member of Piraeus Bank Group is currently seeking to hire a dynamic and proactive **Reporting Officer** to join Financial Control Department.

### Essential Duties/Responsibilities:

Preparation of statistical financial reports, as follows:

- Daily and weekly reports to be sent to BOA, Piraeus Bank Group, Bank's Management
- Preparation of the monthly report for the Department of Finance in PB, up to 10th of each month. The report must be accompanied by the additional annexes and sent to Economic Department of Piraeus Bank at the end of each semester as per international standards (IFRS).
- Preparation of the Unified Reporting System for BOA, up to 10th of each month. Close collaboration with the colleagues of the department for the preparation of the report in order to report the correct data of assets, liabilities, profit and loss, as per format sent and approved by BOA. The complimentary report's forms must be duly checked for matching the trial balance (assets, liabilities, profit and loss) and duly filled in as per respective regulations approved by BOA regarding Unified Reporting System.
- Preparation of the information regarding the calculation of amounts for the obligatory reserve/resource in BOA, up to 20th of each month.
- Preparation of internal reports that assist the bank's financial state analysis.
- Reconciliation of accounts that are related to correspondent banks (if it is asked). Reconciliation of accounting balances with the balances of accounts that come through the respective forms from the correspondent banks. The reflection of differences, if there are any, the reason of inconsistency and measures taken for their regulation.
- Preparation of the financial reviews to be archived to Tax Authorities within 31st of March, on yearly basis. Preparation of required annexes and analytical reports to meet the requirements set by Tax authority.
- Control of internal accounts (PL) for their well-functioning.
- Participation in the team for periodical and annual budget planning.
- Participation in the team for preparation and issuance of the Annual Report of bank's activity.
- Participation in the team for preparation of the statistical report as per IAS (International Accounting Standards).
- Active participation in different problems that can be presented in the everyday work, recommendation and proposals that are provided for their solution. Mutual collaboration with the other members of the department, work integration with others for achieving a professional level that can successfully face all activities of the department.
- Offering assistance in case of internal or external audits for presenting the required materials and respective interpretation.
- At the end of the day, daily transactions will be presented to the Manager for getting respective approvals (signing of documents).
- At the end of the day it is done the presentation of daily operations to the Manager of Department where there are also take the respective approvals (signing of documents).

**Required experience:**

- Minimum 3 years of experience in the field, preferably in similar positions.

**Required education:**

- University Diploma, preferable Finance or Business Administration.
- To fulfil requirements as specified in the internal Bank Regulations.
- Proficient knowledge of PC usage.
- Good knowledge of English language.

**Required competencies / skills:**

- Accuracy & attention to detail
- An organized approach
- Analytical ability
- Ability to work under pressure and meet deadlines
- Good spoken & written communication skills

Please send your CV in English with a recent photo until **April 25, 2017** to [hr@tiranabank.al](mailto:hr@tiranabank.al), by specifying the job position for which you are applying for.

Please note that only applicants, who fulfil the above mentioned criteria, will be contacted.