

VACANCY ANNOUNCEMENT

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.

TIRANA BANK, one of the leading banks in Albania and member of **BALFIN Group**, is seeking to welcome a qualified and proactive candidate to join our **Internal Audit Department** in the following position:

Overall Job Definition

The **Internal Auditor** is responsible to perform all and any types of audit to all units, branch activities and third parties who provide substantial (critical) services to Tirana Bank, in order to form a reasonable, objective and independent opinion about the adequacy and the effectiveness of the Tirana Bank Internal Control System (hereinafter "ICS")

Main Responsibilities:

- Responsible for the execution of the duties as delegated by his/her supervisors;
- Communicates directly with the superiors for the problems faced during audits;
- Applies the methodology as to ensure the achievement of the objectives of the Group Internal Audit;
- Work alongside internal departments/branches to analyse issues and formulate resolutions;
- Performs special investigations as and when required;
- Performs draft audit report, provides appropriate working papers to ensure that they properly support the audit report and that all necessary auditing procedures have been followed;
- Follows up the resolution of all issues identified during the audits;
- Is responsible for the accuracy and quality of the audit findings and conclusions, and for respecting deadlines, and compliance with instructions given;

Competencies / Skills:

- Bachelor's Degree and Master in Economy or other related discipline;
- Min of 3 years of working experience in the banking sector of which 2 years of experience in Audit are preferable
- Very Good knowledge on the banking structures, operations and financial statements;
- Good understanding of audit and up-to-date technical knowledge;
- Strong report writing and communication skills;
- Ability to analyse and solve problems;
- Strong decision making and interpersonal skills;
- Excellent knowledge of English language in written and verbal;
- Very good knowledge of Microsoft package (Word, Excel, Power Point);
- Ability to travel at short notice, including travelling overnight

The interested candidates can send their **CV** until **November 28th, 2021** at [link](#)

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

Your personal data, which are sent voluntarily as a response to this job vacancy announcement, are collected and processed, manually and/or electronically, by Tirana Bank SA, in order to evaluate your compatibility with this job vacancy, are accessed only by authorized persons of the Bank and will be stored until the finalization of the candidate selection process. The subjects of personal data can exercise their rights as provided by Law No. 9887, dated on 10/03/2008 "For the Personal Data Protection", amended, at Tirana Bank SA, as well as at the Commissioner for the Right of Information and Protection of Personal Data.