



## **Assurance Assistant**

### **The opportunity**

We are currently seeking Assurance Assistant to support our office in our Kosovo office and help our clients meet their requirements by accurately reporting on financial statements, providing meaningful insights into accounting and reporting matters. In return, you can expect leading class learning and development tailored to your unique interests and motivations. You will be given all the skills, knowledge and opportunities to progress and become ready to build a better working world for our people, our clients and the communities that support us.

### **Your key responsibilities**

As an Assurance Assistant, you will work on various engagements in different industry sectors in which EY is acknowledged as a market leader. As you build your knowledge and experience, you will become a credible auditor, influencing clients and engagement teams on resolutions that will impact entire industries.

### **Skills and attributes for success**

- Participating in the execution of a variety of projects, regulatory driven reviews and reporting, general business process and controls advice;
- Working in multi-disciplinary teams under the guidance and direction of more experienced individuals and informing supervisors on the status of your assigned work;
- Completing audit processes and performing engagements in compliance with the firm and industry standards; understanding and following workplace policies and procedures;
- Interacting with client personnel, developing productive working relationships and demonstrating a commitment to continually improve our client's satisfaction;
- Fostering an efficient, innovative and team-oriented work environment by maintaining cooperative relationships that lead to open communications; sharing information.

### **To qualify for the role you must have**

- Strong academic record including a degree in Economics or related field;
- Substantial MS office knowledge;
- Excellent written and verbal communication skills in Albanian and English;
- Results-oriented approach with keen attention to high quality, details and accuracy;
- Self-motivation and desire to exceed expectations;
- Eligibility to travel in accordance with client and other job requirements both locally and internationally;

- Interest in the different fields of Assurance;
- ACCA or SCAAK qualifications will be considered as advantages.

### **What working at EY offers**

- Support, coaching and feedback from some of the most engaging colleagues
- Developed system of performance management and career development that enables you to have the freedom and flexibility to handle your role in a way that's right for you
- Opportunity to work in an international environment

**If you can confidently demonstrate that you meet the criteria above, please submit your CV at [ey.albania@al.ey.com](mailto:ey.albania@al.ey.com) within 5<sup>th</sup> of February 2022!**