

# Accounting Executive

## Pristina

### We are seeking a Accounting Executive to join our Pristina office.

The ideal candidate will possess strong accounting expertise, exceptional attention to detail, and a commitment to the highest ethical standards. This role involves delivering critical financial data and maintaining clear, effective communication with colleagues and stakeholders on a daily basis. Therefore, outstanding interpersonal skills are essential.

### MAIN TASKS:

- Review and reconcile tax reports prior to submission to state authorities
- Support during tax and customs audits, controls, and respond to ad hoc requests from regulatory institutions
- Monitor and implement updates to tax legislation and compliance requirements
- Coordinate with external auditors and oversee the audit process
- Perform daily accounting operations, including Accounts Payable (AP), Accounts Receivable (AR), vendor setup in SAP, asset creation (including IFRS 16), and clearing of open items
- Lead the monthly closing process and ensure accurate reconciliation of general ledger accounts, accruals, and provisions
- Manage group recharges and ensure proper VAT, Corporate Income Tax (CIT), and Double Taxation treatment
- Support the preparation of financial statements in accordance with IFRS and assist with CIT calculations
- Reconcile customers/vendors remuneration & payments
- Ensure compliance with company policies and internal control procedures
- Collaborate effectively with key stakeholders across departments
- Participate in various projects and handle ad hoc requests initiated by the company

### OUR EXPECTATIONS:

- University Degree in Finance or Accounting
- Accounting and financial qualification (SCAAK, etc) would be a plus
- At least 3 years' experience in similar position (preferable in international companies)
- Good knowledge of international accounting standards - IFRS and local statutory reporting
- Work independently to identify opportunities for process improvement and propose initiatives to simplify workflows and enhance efficiency within finance operations
- Demonstrates rapid learning ability and serves as a key driver for multiple projects throughout the year
- Flexible and confident to find a way forward through unknown and changing environments
- Strong Analytical Skills: Breaks down complex problems into manageable components
- Knowledge on SAP system (will be considered as an advantage)
- Commitment to teamwork
- Fluency in English (written and spoken)

### WHAT WE OFFER:

- Competitive working conditions including private medical insurance
- Superb working environment with challenging tasks
- Opportunity to be part of friendly and highly professional team
- Work in a dynamic working environment and collaborate with colleagues across the BAT Group
- The ability to use cutting edge technologies
- Educational trainings

If you meet the above requirements, please apply to the following link until **22 April 2026**

**[ALMAKO\\_Recruitment@bat.com](mailto:ALMAKO_Recruitment@bat.com)**

Looking forward to receiving your application!

*\*While we appreciate all the applications, please note that only short-listed candidates will be contacted.*

