
Current Vacancy | Senior Associate – Tax & Accounting

Pristina, Kosovo | Full-Time | Permanent Position

Role Overview

The Senior Associate will play a crucial role in delivering both tax and accounting services across a broad high-profile client base. The position carries meaningful responsibility from day one, with direct client exposure and a clear path for professional advancement. The successful candidate will work closely with senior management and is expected to demonstrate both technical depth and sound professional judgement.

Key Responsibilities:

- Advise clients on Kosovo tax matters, identify tax risks and planning opportunities, and liaise with the Kosovo Tax Administration (ATK) on audits and formal correspondence.
- Prepare and review periodic tax declarations, draft tax opinions and advisory memos, and monitor legislative developments.
- Manage the full accounting cycle for a portfolio of clients, prepare financial statements, and oversee payroll processing and related statutory filings.
- Coordinate with clients to resolve accounting discrepancies and provide practical guidance on financial matters.

Qualifications & Experience:

- Master's degree in Accounting, Finance, Economics, or a related discipline;
- At least 5 years of relevant professional experience in tax and/or accounting, ideally within a professional services firm.
- Solid working knowledge of Kosovo tax legislation and applicable accounting standards.
- Hands-on experience with accounting software such as Microsoft Dynamics, QuickBooks or equivalent ERP systems.
- Proficiency in the ATK e-filing portal
- Professional certification (SCAAK, ACCA) is a strong advantage.
- Fluency in Albanian; professional-level English is required.

Professional Competencies:

- High degree of integrity, discretion, and professional conduct.
- Strong analytical skills with rigorous attention to detail.
- Ability to manage multiple client engagements simultaneously and meet deadlines under pressure.
- Clear and effective communication skills, both written and verbal.
- Self-motivated and capable of working independently as well as collaboratively within a team.
- Commitment to continuous professional development and technical excellence.

What We Offer:

- Direct exposure to complex, high-value client engagements from day one.
- Competitive remuneration package commensurate with experience and qualifications.
- A clear career progression pathway.
- Support for professional certification and continuing education.
- A collaborative, performance-driven culture that values initiative and quality.

How to Apply

Interested candidates are invited to submit the following documents to info@bogalaw.com:

- Curriculum Vitae (CV) in EU format.
- Cover letter outlining their qualifications and experience.

Deadline: March 20, 2026