

JOB ANNOUNCEMENT

Job Title:	Assistant Auditor
Work Place:	Head Office, Internal Audit Group
Location:	Prishtina, BKT Kosova
Open Date:	15.01.2018
Closing Date:	02.02.2018
Education:	Bachelor Degree
Language Requirements:	English

Duties & Responsibilities

- Participating in audit assignments in branches and Head Office departments.
- Assisting in the preparation of the detailed planning of the audits and assisting in preparation of audit planning memorandums.
- Ensuring that clear and concise checklists and working papers are produced and that they accurately reflect the findings of the audit.
- Assisting in the presentation of audit findings and recommendations to the High Management, the Audit Committee and the Board of Directors.
- Assembling and maintaining comprehensive internal auditing files, supporting audit findings and recommendations.
- Participating in developing audit programs for specific assignments.
- Following the developments and changes and giving proposals in order to increase the efficiency of the audit work.

Education and Experience

- Graduated from any faculty of Economics and Administrative Sciences, and Law and Political Sciences.
- Working experience not more than 1 year.
- Excellent verbal, written and interpersonal communication skills.
- Very good time management and organizational skills, ability to work on own initiative and as a member of a team.
- A high degree of tact and discretion, and ability to maintain confidentiality.
- Good working knowledge of MS Office.
- Fluent in both written and spoken English (Knowledge of Turkish is an asset).
- This position will require regular traveling anywhere in Kosova.

Interested candidates are encouraged to apply by filling up the form in English:

<http://bkt-ks.com/aplikoni-per-pune.aspx> . For any problems contact hrbktkosove@bkt.com.al

All applications will be treated with the highest confidentiality. Only candidates that meet our criteria will be notified.



038 666 666 | www.bkt-ks.com

Ne jemi gjithmonë këtu