

## JOB ANNOUNCEMENT

<b>Job Title:</b>	Assistant Auditor
<b>Work Place:</b>	Head Office, Internal Audit Group
<b>Location:</b>	Prishtina, BKT Kosova
<b>Open Date:</b>	01.09.2023
<b>Closing Date:</b>	30.09.2023
<b>Education:</b>	Bachelor Degree
<b>Language Requirements:</b>	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 Senior 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, Political and Administrative Sciences, IT.
- Excellent verbal, written and interpersonal communication skills.
- Sound analytical skills and good judgment
- 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 as per link below:***

<https://bkt-ks.com/bkt/burimet-njerezore/mundesipunesimi/>.

***For any problems contact [hrbktkosove@bkt.com.al](mailto: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](http://www.bkt-ks.com)

Ne jemi gjithmonë këtu