

## INTERNSHIP VACANCY

<b>Position:</b>	Internship
<b>Work Place:</b>	Head Office
<b>Unit:</b>	Financial Control & Budgeting Department
<b>Location:</b>	Prishtina
<b>Open Date:</b>	22.12.2025
<b>Closing Date:</b>	04.01.2026

### Duties and responsibilities:

- Assist in reconciliations with international and national banks.
- Check the invoices for approvals and budget limitations.
- Assist the department in daily control of branch reports and transactions.
- Preparation of withholding tax certificates.
- Summary of external invoices on monthly basis.
- Perform administrative duties as needed to support the department.

### Requirements:

- Graduated or undergraduated degree in Economics, Accounting, Banking and Finance, Management, Financial Mathematics or a related field.
- Strong written and verbal communication skills.
- Organizational and time-management skills.
- Ability to work on own initiative and as a member of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Fluent English (Knowledge of Turkish is an asset).

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

***<https://bkt-ks.com/bkt/burimet-njerezore/mundes-punesimi/>. 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.***

