



Accounting Intern

About Spaxel

Spaxel is a forward-thinking real estate company that owns, operates, and develops innovative residential projects. By leveraging cutting-edge technology and modern operational models, we create distinctive living experiences that stand out in the market.

With a centralized back-office located in Prishtina, we handle key operations such as tenant support, marketing, leasing, procurement, accounting, IT, interior design, and architecture. Our team in Prishtina brings years of expertise in real estate development and management, allowing us to respond effectively to tenant needs across time zones.

Position Overview

The Accounting Intern will play a crucial role in supporting the accounting team by managing and organizing financial records, processing payments, and assisting in the overall maintenance of our accounting systems. This position offers a unique opportunity to gain practical experience in a fast-paced, high-growth real estate environment, with responsibilities that extend beyond basic accounting tasks, fostering valuable skills for a professional career in finance and accounting.

Key Responsibilities:

- Download invoices from utility websites and book them in our accounting software
- Assemble invoices to be completed for payment
- Process payment of utilities online using bank account info of each property
- File all invoices accordingly
- Be willing to assist other team members on daily tasks whenever needed

Qualifications

- Third-year student or recent graduate in Banking, Finance, Accounting, Business Management, or a related field.
- Advanced level of written and spoken English proficiency.
- Excellent organizational and reporting skills.
- Excellent verbal and written communication skills.
- Availability to work Monday to Friday from 14:30 to 23:00 pm.

What We Offer

- **Position:** Accounting Intern
- **Location:** Prishtina
- **Schedule:** Monday-Thursday from 2:30 PM to 11:00 PM, with remote work on Fridays from 12:30 PM to 9:00 PM.
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law



- **Work Environment:** Be part of a dynamic, forward-thinking team with a global impact.
- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.

Instructions for applying

To apply, please complete the application by filling out the [Recruitment Application Form](#). If you have any questions, feel free to reach out to us at careers@spaxel.com.

Only shortlisted candidates will be contacted.

Deadline: 13.12.2024