

**Job Title: ACCOUNTING INTERN**

**Location:** Prishtina, Kosovo

**Company Overview:**

Spaxel is a growing real estate investment, development, and operations company dedicated to creating high-quality living experiences and delivering exceptional service across our portfolio. Our centralized teams support a wide range of functions, from operations and property services to finance, technology, HR, and more, working together to ensure efficiency, innovation, and excellence across the organization.

**Position Summary:**

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.

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**Key Responsibilities:**

- Book vendor invoices in the accounting system
- Assemble and prepare invoices for payment processing
- Assist with processing payments to vendors using approved banking information
- Reconcile bank accounts and monitor daily financial activity
- Track and record daily transactions to ensure accuracy and completeness
- Organize and file invoices and supporting documentation accurately
- Provide support to other team members with daily accounting and administrative tasks as needed

**Qualifications & Skills:**

- **English communication skills** (both written and verbal) are a must.:
- Third-year student or recent graduate in Banking, Finance, Accounting, Business Management, or a related field.
- Excellent organizational and reporting skills.
- Willingness to learn, improve, and take feedback



### What We Offer

- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.
- **Work Environment:** Be part of a dynamic, forward-thinking team with a global impact.
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law
- **Office Location:** Prishtina
- **Schedule:** Monday–Thursday from **2:30 PM to 11:00 PM**. After the first three months, employees are eligible to work remotely on Fridays from **12:30 PM to 9:00 PM**.

If you are motivated, eager to learn, and looking to build or advance your career in Accounting, we encourage you to apply!

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### How to Apply:

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](mailto:careers@spaxel.com).

Only shortlisted candidates will be contacted.

**Deadline:** 27.02.2026

