

VACANCY NOTICE

Position Title: External Audit Specialist / Coordinator
Department: External Audit
Location: Fier

Key Requirements:

- University degree in Auditing, Business Administration, Finance, Law, or a related field.
- Minimum of 4 years of relevant work experience in internal audit, external audit, operations, accounting, or related areas.
- Strong knowledge of regulations, legislation, and contractual frameworks applicable to the petroleum industry.
- Excellent communication, coordination, and organizational skills.

Main Responsibilities:

- Develop a thorough understanding of company documentation, Petroleum Agreements, License Agreements, and operational procedures.
- Play an active role in audits conducted by external auditors (AKBN, Albpetrol, and other authorized entities) by preparing, coordinating, and providing the required documentation.
- Provide external auditors with accurate and relevant explanations regarding company operations and activities as required during audit processes.
- Monitor and coordinate the exchange, submission, and tracking of documentation requested by external auditors throughout the audit cycle.
- Follow up on audit requests to ensure timely and complete responses from relevant departments.
- Maintain effective communication with all departments and units within BPAL, including field and Head Office personnel, to facilitate audit activities.
- Under the supervision of the External Audit Manager, liaise with institutions specified in the License and Petroleum Agreements, including the Ministry of Infrastructure and Energy (MIE), AKBN, Albpetrol, and other relevant stakeholders.
- Support the preparation of audit reports, responses, and action plans arising from audit findings and recommendations.

Application Process:

Interested candidates are invited to submit their applications to the Human Resources Department via email at humanresources@bankerspetroleum.com **no later than June 10, 2026.**

*Only shortlisted candidates will be contacted.