

Accounts Assistant

The successful candidate will report to the Assistant Financial Controller and will be responsible for handling all the cash transactions at the cash office. S/he will receive payments and issues receipts, keep financial records updated and use accounting software programmes to process business transactions. S/he will also be responsible for the management of stationery stock (incoming and outgoing), including the completion of orders.

The ideal candidate must possess:

- An O-level qualification in Accounts.
- At least one year of experience in an accounting related position.
- Proficiency in Microsoft Office Software, particularly Microsoft Excel.
- A strong command of written and spoken Maltese and English.
- The ability to multitask whilst keeping deadlines.
- The skill to be accurate, organised, flexible and self-motivated.
- The ability to work alone, as well as with team members.

Interested persons are to submit the following to hr@maltadiocese.org by not later than 6 December 2022:

- A letter of application
- A detailed copy of their CV
- A scanned copy of certificates
- Name and email address of two referees

