

Post of Administrative Officer (Accounts)

The Archdiocese of Malta has a vacancy for the post of Administrative Officer (Accounts).

The selected candidate, who will be reporting to the Financial Controller (Entities), will be responsible for the accounting function of a number of parishes/entities, including liaison with auditors during the annual audit, as well as perform other duties in the Finance Section as assigned by his/her superiors.

Prospective candidates are expected to:

- have an 'A' level standard in accounts;
- possess a minimum of two years experience in an accounting related position;
- be deadline-oriented and able to work under pressure;
- be accurate, organised, flexible and self-motivated;
- have the ability to integrate and work well in a team;
- be proficient in Microsoft applications, especially Microsoft Excel.

Possession of a first degree in Accountancy will be considered an asset.

Interested persons are to submit the following to hr@maltadiocese.org by not later than Wednesday 27th March 2019:

- A letter of application
- A detailed copy of their CV
- A scanned copy of certificates