

Accounts Executives

The Archdiocese of Malta is recruiting persons in the following position:

- **Accounts Executives**

The ideal candidates must possess:

- an A-level qualification in Accounts;
- a minimum of two years' experience in an accounting related position;
- proficiency in Microsoft Office Software, particularly Microsoft Excel;
- a good command of the English and Maltese languages;
- the ability to multitask whilst keeping deadlines;
- the skill to be accurate, organised, flexible and self-motivated; and
- the ability to work alone, as well as with team members.

The successful candidates, who will report to the Assistant Financial Controller will be responsible for various accounting tasks as assigned by their superiors, including liaison with both internal and external auditors.

Interested persons are to submit the following to hr@maltadiocese.org by not later than 17th October 2021:

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

