

Call for the recruitment of a Junior Administrator (Accounting & Finance)

The Office of the State Advocate is seeking to recruit a competent and suitably qualified Junior Administrator (Accounting & Finance) to assist in the financial operations of the Agency.

Qualifications and Experience Required

1. Advanced Level in Accounts and/or commencing ACCA;
2. Knowledge of basic Accountancy and/or Bookkeeping;
3. Minimum of one (1) year experience in an administrative role;
4. Certification in ECDL with proficiency in MS Office Suite especially MS Excel;
5. Good command of verbal and written English and Maltese; and
6. A recent police certificate of good conduct.

Duties

1. Recording of transactions and maintaining accounting records;
2. Preparing Bank and other accounting reconciliations;
3. Issuing regular payments to third parties and service providers;
4. Assisting with payroll activities;
5. Assisting with month-end reporting;
6. Performing other day-to-day accounting or administrative duties to support the Unit;
7. Coordinate and handle travel arrangements;
8. Execute any other administrative tasks as instructed by the Head of Corporate Services or her designated representative.

Interested candidates must submit their Curriculum Vitae and covering letter by not later than **Wednesday 6th September 2023** via email on: recruitment.sa@stateadvocate.mt