



**ARCHDIOCESE
OF MALTA**

Situation Vacant

Accounts Clerk

The ideal candidate must possess:

- an O-level qualification in Accounts and an ECDL certificate.
- a good standard of education.
- excellent communication skills.
- a strong command of written and spoken Maltese and English.
- the ability to work under pressure and as part of a team.

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

Interested persons are to submit the following to hr@maltadiocese.org by not later than 29 May 2022:

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



church.mt