

## Accounts Assistant (Cash Office)

The Archdiocese of Malta is seeking to recruit an Accounts Assistant. The successful applicant will report to the Assistant Financial Controller and in his/her absence to the Financial Controllers and will be responsible for handling all the cash transactions at the cash office. S/he will receive payments and issue receipts, keep financial records updated and use software programmes to process accounting transactions. S/he is also 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. Evidence of further studies in accounts will be considered an asset.
- Have a least one (1) year of experience in an accounting related position.
- Be proficient in Microsoft Office Software, particularly Microsoft Excel.
- Have a strong command of written and spoken Maltese and English.
- Be accurate, organised, flexible and self-motivated.
- Be able to multitask while keeping deadlines.
- Be able to work alone, as well as in a team.

Interested persons are to submit the following to [hr@maltadiocese.org](mailto:hr@maltadiocese.org) by not later than 7 April 2024:

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

