

## **Accounts Officer**

### **Main Duties**

- Assist Accountant with general accounting procedures
- Obtain relevant market information/quotations to ensure best procurement of quality goods
- Receive requests for payment and purchasing from Project Coordinators and process such requests in order to facilitate payments
- Prepare necessary paperwork for the release of funds and procurement as approved
- Process and record all payments and donations received and reconcile all deposits and withdrawals
- Record and file invoices and receipts and keep soft copies of all payments and receipts using Excel or any accounting software
- Reconciliation of Data on a monthly basis
- Work closely with the accountant and provide all necessary financial documents and information to assist in the compilation of management accounts and audits
- Be in charge of personnel files
- Liaise with payroll service-provider as necessary
- Alert management on timeframes for extension of employment contracts, performance appraisals etc
- Assist with on-boarding documentation of new employees
- Monitor and process employees' timesheets
- Ensure maximum compliance as per TMTF standard procedures.

### **Requirements**

- A mature and organised person
- A minimum A-Level Standard in Accounts
- Fluent in spoken and written Maltese and English

Closing Date for applications is the 27th of January 2023.

Kindly send a letter of application together with a curriculum vitae, a recent police conduct certificate and a reference by email on [info@maltatrustfoundation.org](mailto:info@maltatrustfoundation.org).