

WE ARE HIRING!



FULL-TIME ACCOUNTS OFFICER

The Malta Stock Exchange plc (the Exchange) is currently looking for a **full-time accounts officer** to join its Finance Department, reporting to the Financial Controller and the Chief Financial Officer. The candidate will form part of a multi-disciplinary workforce in one of the leading organisations within Malta's financial sectors.

The successful candidate would be expected to fulfill the day-to-day duties for the smooth running of the Finance Department, as well as assist in the other finance-related work of the Exchange as necessary.

Requirements

MCAST Advanced Diploma in Accounting (or equivalent); or A-level certificate in Accountancy;

Good verbal and written communication skills in both Maltese and English and good numerical skills.

Proficiency in Microsoft Office applications; and

Previous experience in a similar role will be considered an asset.

Responsibilities

Book-keeping and updating of the purchases, sales, and general ledger;

Preparing necessary reconciliations;

Dealing with debt collection / adhering to payment schedules;

Filing and other administrative duties; and

Applying appropriate professional ethics as required in a finance environment.

Are you interested in joining the Malta Stock Exchange?

Send your CV by the **30 September 2024** to Mr Alfred Sammut, MSE Chief Human Resources and Corporate Services Officer:

 By email to: asammut@borzamalta.com.mt

 Or by post to: **Malta Stock Exchange, Garrison Chapel, Castille Place, Valletta, VLT 1063**

All applications will be acknowledged and treated in the strictest confidence.