



MALTA
STOCK EXCHANGE

WE ARE HIRING!

Full-Time Accounts Officer

The Malta Stock Exchange plc 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.

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.

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.

Are you interested in joining the Malta Stock Exchange?

Send your letter of application and CV **by the 28th of June 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.

Jobsplus Permit Number 141/2024