Junior Accountant

Sector: Accounting, Financial Services
Position: Permanent
Location: Malta

Job Description

Company Introduction

Our client is a leading organisation in accounting, audit, tax and financial planning services.

Job Responsibilities and Duties

- Day to day administration of the accounting functions;
- Responsible for Balance Sheet line item reconciliations;
- Assist in the month-end accounting procedures;
- Updating the accounting records and preparing regular management accounts;
- Preparing tax computations and submitting income tax returns;
- Preparing and submitting VAT returns and recap statements;
- Liaising with and supporting the external auditors.

Experience

- At least 6 months of working experience in a similar position will be considered an asset;
- Qualification in Accountancy or close to ACCA or an AAT qualification.

Personal Skills

- Be highly proficient in the use of Excel and accounting programs;
- Interpersonal and communication skills;
- Report writing skills;
- Analytical skills;
- Strategic thinking skills;
- Excellent English skills (both written and spoken).

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