


Accounts Clerk		Ad No:	ABT 08/24	Rev #	1.2	 <small>H:\HRManagement\HR2022-2023\Job Adverts 2022-2024\JobAdverts2024\ABTG-AccountsClerk-22-Jan-24.docx</small>
Prepared By:	ERS	Expected Start Date:	Q1 2024			
Approved By:	DAM	Last Revision Date:	22 – Jan - 24			

Immediate Vacancy

Accounts Clerk

AquaBioTech Group is seeking an **Accounts Clerk** to join our financial team. Working closely with our **Accountants, Project Coordinators** and other team members. **AquaBioTech Group** implements a diverse portfolio of commercial and research collaborative projects. These projects range from international R&D collaborations (**HORIZON Europe, EMFAF, Multilateral Research Grants, etc.**) with leading international institutes to commercial assignments for institutional organisations (**European Commission, World Bank, European Development Bank, etc.**)


SYNOPSIS OF POSITION OFFERED

A position within **AquaBioTech Group** has arisen for a suitably qualified person to work as an **Accounts Clerk** on a variety of projects.

The responsibilities of the successful candidate are outlined as follows:

- Reviewing and processing of supplier's invoices in the accounting system
- Preparation of payment proposals and electronic payments
- Assisting with month end related tasks (reconciliations, journals booking)
- Data preparation for tax returns
- Resolving supplier inquiries
- Resolve invoice discrepancies and issues
- Handling daily accounting activities
- Keeping financial records organised
- Providing accounting support to other departments
- Processing and checking of staff expenses
- Assistance with month-end closing
- Other duties as assigned by the company

The position requires a person who is highly motivated and self-organised, willing to learn, with a sharp eye for details and accuracy and looking to grow accounting experience. The selected person must be prepared to work to very tight deadlines in isolated and multi-functional projects and in conjunction with a team of international staff based at our head-office in Malta.

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Qualifications Overview

The successful candidate is likely to have an A-level in Finance, Accounting or a related field. Final year students can also be considered. The ideal candidate will have proven work experience as an Accounts Clerk or similar position, with good excel knowledge.

Excellent oral and written communication skills and also have good inter-personal skills. The selected candidate will be required to speak and write English fluently, and knowledge of any other languages would be considered an asset, although not essential.

The selected candidate must have a clean EU / EEA passport OR be a third-country national (TCN) presently residing in the EU with no travel restrictions or legal convictions and be in possession of a clean driving licence.

Financial Package

The successful candidate will be offered a long-term, fixed-term contract with the company that could easily be extended. The starting package offered for this position will be structured largely upon the chosen candidate, reflecting the experience the candidate brings to the company, but also in line with the cost of living in Malta and could include an accommodation package, if required.

Application Procedure

Further information about the **AquaBioTech Group** and the services we offer can be viewed at www.aquabt.com. Applicants are required to submit a full *Curriculum vitae* in the **AquaBioTech Group** Europass format that **must** be downloaded from our website. This file must be filled using **Adobe Acrobat Reader®** or any other PDF viewer (not directly on your browser) – **no other Cv formats will be accepted**. Questions about the application should be directed to the HR Department, on hr@aquabt.com