

## ACCOUNTS OFFICER: JOB DESCRIPTION

<b>Reports to</b>	Accountant
<b>Location</b>	Malta
<b>Goals</b>	Challenge Group is an international Group of companies within the Aviation industry, based in Malta. The group is experiencing significant growth, and as a result an Accounting Officer position is currently available. The Accounting Officer will form part of the Finance Team, and will work together with the team members to meet the Group's accounting and financial reporting requirements.
<b>Responsibilities</b>	<p>The main responsibilities include (with particular responsibility for book-keeping tasks):</p> <ul style="list-style-type: none"> <li>• Understanding the Group's business with particular emphasis on the monthly, quarterly and annual financial reporting processes and time-frames;</li> <li>• Updating of book-keeping;</li> <li>• Issuing of customer invoices, maintaining and chasing of aged receivables, accrued income and related matters;</li> <li>• Posting of purchase invoices and monitoring of accounts payable;</li> <li>• Carrying out several day-to-day tasks such as general ledger entries, reconciliations and inter-company transactions;</li> <li>• Assisting with month-end and year-end procedures;</li> <li>• Assisting with the monthly and annual reporting tasks, including but not limited to inter-company reconciliations, accruals and prepayments, review and reconciliation of Balance sheet accounts, etc;</li> <li>• Processing of payments;</li> <li>• Assisting with financial and statutory reporting;</li> <li>• Assisting with periodic VAT and tax reporting;</li> <li>• Liaising with and handling finance queries from banks, suppliers, customers, internal teams, professional advisors and third parties, as required;</li> <li>• Participate in assigned internal projects;</li> <li>• Any other duties for the smooth running of the department.</li> </ul>



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<b>Education &amp; experience</b>	<ul style="list-style-type: none"> <li>• A minimum of an A Level in Accounts;</li> <li>• 3 years previous experience in a similar role;</li> <li>• Local experience in the aviation industry or with one of the Big Four audit firms or a corporate service provider would be an asset;</li> <li>• Knowledge of local VAT laws would also be an asset.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work in a team and collaborate with various departments;</li> <li>• Professional and dependable;</li> <li>• Works to meet agreed deadlines;</li> <li>• Logical and methodical approach to work;</li> <li>• Good eye for detail;</li> <li>• Excellent organisational skills and maintaining highest standards at all times;</li> <li>• Excellent written and verbal communications skills in English, and preferably Maltese too;</li> <li>• Proficient in Microsoft Office and IT tools;</li> <li>• Self-motivated and flexible with a can-do attitude, willing to learn, and capable of working under pressure and independently in a fast paced and dynamic environment.</li> </ul>