

Job Title	Accounts Executive
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Organisation	Challenge Aviation Services
Location	Malta
Reports to	Finance Manager
Position Code	CAS76
Job Purpose	<p>Challenge Group is an international group of companies operating within the aviation industry and based in Malta. Due to the Group's continued and significant growth, an opportunity has arisen for an Accounts Executive to join the team.</p> <p>The Accounts Executive will form part of the Finance Team and will collaborate closely with other team members to support the Group's accounting and financial reporting requirements.</p>
Responsibilities	<ul style="list-style-type: none"> • Understanding the Group's business with particular emphasis on the monthly, quarterly and annual financial reporting processes and time-frames; • Monitoring and reviewing of book-keeping; • Issuing and reviewing of customer invoices, maintaining and chasing aged receivables, accrued income and related matters; • Posting and reviewing of purchase invoices and monitoring of accounts payable; • Carrying out several day-to-day tasks such as general ledger entries, reconciliations and intercompany transactions; • Assisting with monthly and annual reporting tasks, including but not limited to inter-company reconciliations, completeness of accruals and prepayments, ensuring proper income and cost allocation, reviewing and reconciling of Balance sheet accounts, etc; • Supervising, training and supporting junior team members; • Assisting with preparation of monthly management accounts; • Assisting with Cash flow forecasting and related analysis; • Assisting with the preparation of budgets and other financial reports, as required; • Assisting with financial and statutory reporting; • Assisting with periodic VAT and tax reporting; • Liaising with external auditors, to assist with the smooth execution of annual audits; • Liaising with and handling finance queries from banks, suppliers, customers, internal teams, professional advisors and third parties, as required; • Participate in assigned internal projects; • Any other duties for the smooth running of the department
Job Requirements	

<p>Education</p>	<ul style="list-style-type: none"> • Bachelor’s degree in accounting, Finance or a related discipline. • Currently part-qualified or actively pursuing ACCA/ACA/CIMA certification.
<p>Experience, Skills, and Personal Attributes</p>	<ul style="list-style-type: none"> • Minimum of 3 years’ experience in a similar role. • Strong knowledge of accounting principles and IFRS. • Experience in the aviation sector, a Big Four audit firm, or a corporate service provider will be considered an asset. • Knowledge of local and cross-border VAT regulations is required. • Proficiency in Microsoft Office and other relevant IT tools. • Ability to interpret and communicate technical accounting matters effectively. • Strong team player with the ability to collaborate across departments. • Professional, reliable, and dependable. • Ability to work to agreed deadlines and manage time effectively. • Logical and methodical approach to work. • Strong analytical and problem-solving skills with high attention to detail. • Excellent organizational skills and commitment to high-quality standards. • Excellent written and verbal communication skills in English (Maltese is preferred). • Self-motivated, flexible, and proactive with a can-do attitude. • Willingness to learn and ability to work independently under pressure in a fast-paced, dynamic environment.