



We provide an extensive range of professional consultancy services to local and international clients including Financial Accounting, Auditing and Consultancy services.

We are able to offer an excellent remuneration package, and a finest office ambience. We will give you the opportunity to work with various high level clients, both local and international.

Due to the expansion of the organisation, we have various posts for

Accounts Executive / Accountant (attractive salary package)

Job Description & Responsibilities

The Accounts Executive role calls for an organized, motivated and driven individual with a clear and determined focus on their career.

Duties will include but are not limited to:

- Update and Maintain day to day client accounting records
- Prepare month end management financial reports and management accounts for number of companies
- Payroll
- Preparation of VAT returns
- Ensure compliance with accounting policies, procedures, and internal controls
- Co- ordinate year end audits

The successful candidate should:

- Establishing a strong relationship with clients, responding to their needs, building their trust and ensuring that the quality of all work delivered is up to Lamima Consultancy's standard
- Taking ownership of the day-to-day accounting, administration and financial reporting of a portfolio of clients
- Be committed and work to tight deadlines
- Have good interpersonal skills and possess good communication skills
- Self-motivated, determined and confident
- Meticulous attention to detail

Qualifications Required:

Preference will be given to applicants who are ACCA qualified or close to attaining a relevant qualification.

Experience Required:

Applicants must have at least 3 year work experience in a finance or accounting department

Interested applicants are requested to submit their application letter and detailed CV, by email to alex@lamima.com.mt

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