

PROFESSIONAL I (FINANCE)

Job Description

The Professional I (Finance) will work closely with the Senior Finance Officer and will be assisting with the accounting and financial reporting of the Bank.

Duties and responsibilities:

- Maintain the general ledger and recording of daily transactions;
- Assist in the preparation of the payment run, record prepayments and accruals;
- Reconciliation of balance sheet accounts including bank accounts, fixed asset register, creditors and debtors;
- Perform the periodic physical inventory reconciliation; Update of inventory procedures as required;
- Record of purchase invoices, checking their approvals to ensure that the Bank's procurement policy and procedure limits are being adhered to;
- Assist with the preparation of monthly management accounts;
- Assist in the drafting of the annual financial statements;
- Liaise with the bank's external and internal auditors in the annual and other audit assignments;
- Assist in the management and servicing of bank accounts – support of bank relationships and administration of forms;
- Document financial procedures and ensure the Financial Procedures Manual is up to date;
- Perform any other administrative roles and other responsibilities which may be assigned from time to time by the Senior Finance Officer and CFO to ensure the smooth running of day-to-day operations of the Bank and to substitute other administrative personnel as required.

Candidate Profile and Experience

- Minimum A-Level or Diploma in accounting with a minimum of 2 years experience in an accountancy role;
- Experience in the financial services sector is considered an asset;
- A disposition to take the initiative, collaborate and support other business functions to ensure the smooth operational running of the bank.

Business Skills

- Assertive with strong ethical values and integrity;
- Strong interpersonal skills as a team player with the ability to prioritise, coordinate and organise the work in a practical fashion;
- A conscientious attitude, self-motivation and ability to work without close supervision;
- Good writing in English and verbal communication;

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- Good analytical, problem solving and report writing skills with a goal-oriented attitude.

Knowledge

- Proficiency in the use of Microsoft Office applications. Experience in Microsoft Word, and Excel solution is necessary;
- Previous experience in Microsoft Dynamics 365 accounting software will be considered an asset;
- Fluent in Maltese and English.

Data Protection

The MDB shall process information provided by candidates solely for the purpose of this vacancy. In the event of unsuccessful applications, the Bank may keep applicants' personal data on file for a period up to six months following the date that the post applied for was filled. Applicants' information will only be used to identify any future employment opportunities within the MDB for which applicants may be suited. Applicants are free to withdraw their application and their consent to the retention of their personal data, at any time. For further information, please read the MDB's privacy notice which can be found on our website (<https://www.mdb.org.mt/privacy-policy/>)