

Senior Technical Officer

Job Description



The Senior Technical Officer at the Malta Institute of Accountants (“the Institute”) will report to the Technical Manager. The job entails the following duties:

1. Conducting research and be alert for local and international developments pertinent to the Profession, and update the Institute’s members accordingly;
2. Coordinate and contribute to the writing of papers and guidance that would need to be issued to the Institute’s members on technical focus areas;
3. Maintaining relevant e-library sections on the Institute’s website;
4. Contributing to the Institute’s publications, including the periodic journal and newsletter;
5. Handling queries received from Members and other organisations seeking guidance or feedback;
6. Participating in the formulation of the Institute’s Continuous Professional Education Programme;
7. Preparing presentations and speaking at the Institute’s events, including CPE events, conferences and information sessions, as required;
8. Participating in training and other initiatives organised by the Institute, as required;
9. Be the Institute’s Representative for MIA’s Committees and/or Groups, and liaise and coordinate with other Committees, Groups and working groups as necessary;
10. Attending meetings held by the Institute’s Council, Committees and working groups, as required;
11. Supporting Council and the CEO as necessary to enable them to meet their objectives;
12. Representing the Institute during working groups of Accountancy Europe, IFAC and/or other national and/or international institutions, as required;
13. Representing and promoting the Institute and the profession as directed, including addressing various national and/or international fora, as required;
14. Representing the Institute during exhibitions and other events organised either by the Institute or by other organisations/institutions, as required;
15. Attending technical meetings with relevant competent authorities as directed;
16. Contributing to and assisting in the preparation of the Institute’s Annual Report;
17. Liaising with other Institute’s employee and representatives to enable the Institute to meet its objectives; and
18. Carrying out any other work as may be requested by the employer.

Applications, accompanied by a detailed CV, are to be submitted to azammit@miamalta.org. All applications will be treated in the strictest of confidence