

GM Corporate & Fiduciary Services Limited

147/1, St. Lucia Street, Valletta VLT 1185, Malta

Company Description:

GM Corporate & Fiduciary Services Ltd. (www.gmcorporateservices.com) is a fast-growing multi-disciplinary corporate service provider that is active in various areas of the financial services industry. Its services range from the incorporation and administration of corporate entities to the licensing and administration of Investment Funds.

Job Description:

We are currently looking for a Junior Accounting Technician to join our dynamic accounting team. The chosen candidate will support the finance department with managing daily accounting tasks and report directly to the Senior Accountant.

Responsibilities:

Bookkeeping & bank reconciliations;
Creditor control;
Preparation of invoices and credit notes;
Maintenance of accounts ledgers;
Assistance in the preparation of VAT returns;
Other accounting-related duties.

Requirements

- Excellent organizational skills
- Ability to work comfortably with numbers
- Attention to detail
- Good understanding of accounting and financial reporting principles and practices
- Knowledge of MS Office
- Good verbal and written skills in English and Maltese
- Confident communicator
- MCAST AAT Diploma in Accounting or equivalent
- A level accounts and / or one year related experience would be an asset.

To apply:

Interested candidates are requested to send a covering email or letter and their cv to mark.pullicino@gmint.com by 24th August, 2018.