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Position Title	Accounts Coordinator (Jobsplus Permit 378/2021)
Location	Malta Enterprise, Pieta
Team	Finance
Reporting Relationship	The postholder will report directly to the CFO and/or his delegate

Overall Purpose of Position

The Accounts Coordinator is responsible for assisting in overseeing, coordinating and administering the financial records, systems and processes of Malta Enterprise and its related entities, including accounting, bookkeeping, record keeping, banking, and all related financial administration. Moreover, the Accounts Coordinator will:

- Prepare monthly management accounts and reports, final accounts and tax filings and shall report to Senior Management as necessary
- Liaise with the company’s external auditors, banks and regulatory authorities
- Prepare asset, liability, and capital account entries by compiling and analysing account information
- Document financial transactions by entering account information
- Recommend financial actions by analysing accounting options
- Summarise current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Substantiate financial transactions by auditing documents
- Maintain accounting controls by preparing and recommending policies and procedures
- Guide accounting clerical team members by coordinating activities and answering questions
- Reconcile financial discrepancies by collecting and analysing account information
- Secure financial information by completing database backups

Work Aptitudes

Minimum Required:

- Logical and mathematical
- Orderly and efficient
- Investigative and analytical

Core Traits

Minimum Required:

- Decisive
- Self-motivated
- Conscientious

Values

Integrity

Be truthful, honest and accountable. Carry out tasks in a professional, ethical, transparent and responsible manner

Creativity

Continuously innovate working practices

Customer-Centricity

Put clients at the center of our business. Committed to our Client's success

Minimum Requirements

- Verbal and written proficiency (Level C) in English; and
- MQF L7 + 1 year relevant work experience, or
- MQF L6 + 2 years' relevant work experience

For the purpose of this post:

- A relevant subject shall mean a qualification in accounts, finance, commerce or banking subjects
- Relevant work experience shall entail that the applicant has experience in a finance/accounts department, as well as knowledge of relevant account principles, procedures, methodologies and tools/software relevant to position description.