



POSITION PROFILE

(This document defines the main responsibilities of designated positions and their respective minimum competence criteria in terms of necessary qualifications and work experience. This document is kept by Human Resources Manager within the VAOS Job Descriptions Catalogue.)

Position: ACCOUNTS EXECUTIVE (MALTA)

Department / Division: FINANCE

Work Location: MALTA OFFICE

Line Manager: FINANCE HEAD OF DEPARTMENT

Working Hours/Leave: 40 HOURS A WEEK / 24 DAYS

Job Summary: To conduct miscellaneous accounting activity, on a rotational basis with the other Accounting Executives, so as to maintain detailed and accurate accounting records in accordance with the direction given by the Finance Head of Department (HoD).

Key Duties and Responsibilities:

Banking:

- Liase with banks with regards to specific payment issues, facility applications, other set-up and compliance requirements.
- Assist with letters of credit and guarantees.

Payroll:

- Liase with banks and employees regarding specific payment issues.
- Liase with outsourcing company with regards to the outsourced payroll.
- Prepare ad hoc internal company reports related to payrolls as necessary.

Creditors:

- Prepare ad hoc internal company reports related to creditors as necessary.

Debtors:

- Conduct day-to-day postings for outgoing invoices keeping a control on the project progress therein.
- Conduct control accounts clearing & clearing of debtors (w. difference on exchange).
- Reconcile debtors, third party accounts and others as necessary.

Financial and Management Accounts procedures:

- Conduct day-to-day postings for outgoing invoices keeping a control on the project progress therein.
- Prepare and enter accruals for monthly closing.
- Prepare and enter costing entries related to monthly closing.
- Perform analytical review of departmental budgets including follow-up with budget owners.
- Conduct costing adjustments.

- Prepare the annual budgets in liaison with all Heads of Department, Line Managers, and Camp Supervisors.
- Prepare the short-term cash-flow.

Cashflow:

- Prepare the short-term cash-flow.
- Prepare the 6-monthly cash-flow.

Audit:

- Prepare reports and other material for audit purposes as required.

General:

- Conduct VAT reporting and related reconciliations.
- Finish postings, reconciliation work, and all other work related to monthly closings within the fifth working day of the month following that which is due to be closed in co-ordination with other staff.
- Assist team members with their work in order to reach departmental deadlines.
- Assist the Finance HoD as required.
- Carryout one's duties in a timely and accurate manner.
- Clerical duties as required to fulfill this role, such as filing, photocopying, etc.
- Any other related task, as directed by the Finance HoD.

Relationships: The incumbent will be accountable to the Finance HoD and will be required to cultivate a close working relationship with the other Accounting staff and personnel at the Tripoli finance office. In addition, the post holder will be required to liaise with a vast array of internal and external personnel and agencies in a professional and friendly manner.

JOB SPECIFICATION

Work Experience:

Within an accounting environment preferably with strong experience on double-entry and experience related to cost accounting.

Education:

A good grade in Accountancy at an Advanced-level standard as minimum. Preferably furthering ones's studies and at early stages of ACCA or equivalent.

Skills/Competencies:

- Highly computer literate; in the use of Microsoft Office and accounting software.
- Analytical in mindset, with an inherent mathematical ability.
- An ability to build rapport easily and to cultivate relationships built on trust.
- Highly organised, inquisitive with high standards in relation to attention to detail.
- Good command of the English language: verbal and written.
- Previous knowledge of ERP – Systems – Microsoft Dynamics AX is considered an asset.

Personal Attributes:

- Inclusive by nature, able to work independently and as part of a Team.
- A genuine 'authentic' and honest individual who has high moral standards.
- A responsible individual that is able to deliver.
- Open minded to change, new ways of working and thinking, and to constructive criticism.
- A self-motivated individual who is able to resolve problems.

(Review: The Job Description is subject to review by the Company at any time and will be changed or revised as the Company deems appropriate.)

Prepared by: **D Cutajar (Finance HoD)**

Date Revised: **2nd January 2020**

Approved by: **D Cutajar (Finance HoD)**

Date Approved: **2nd January 2020**