

A close-up photograph of a fountain pen nib, likely a Montblaster Meisterstück, resting on a piece of aged, textured paper. The pen is dark in color with gold accents, and the nib is pointing towards the bottom left of the frame.

Mandaris is a trust and consultancy company active on a national and international level. As a licensed trustee and corporate service provider the Mandaris entities are subject to the supervision of the Malta Financial Services Authority (MFSA). The Mandaris group of companies offers a wide range of services to its clients since 1933. Our four divisions consist of Legal and Tax Advice, Fiduciary and Accounting Services, Trustee Services and Company Administration, as well as Securitisation. We develop innovative solutions for the individual needs of our customers, focusing on the anticipation of long-term developments and their consideration at an early implementation stage.

For the addition of our team we are looking for immediately or by appointment an

Accountant (full time)

Your area of responsibility:

- Involves all aspect of basic bookkeeping and preparation of financial statements for both clients and group companies. You must have experience of inputting transactions and preparing accounts up to Trial Balance and Management Accounts stage as well as preparing the financial statements, including the notes, which are sent to the auditors (in line with IFRS and GAPSME).
- Preparing and posting journals for monthly management accounts, including accruals and prepayments and performing cash flows, as well as rolling and yearly budgets.
- Liaising with auditors in respect of year-end accounts.
- Preparing VAT and Tax Returns. Knowledge in national and international taxation would be considered as an asset.
- Familiarity or knowledge of Central Bank of Malta reporting for securitisation vehicles will be considered an asset, as well as experience in NAV calculations (though training in this area shall be provided).
- The reporting line will be to the Managing Director and the person will be expected to work closely with our finance manager and accountants in Switzerland.

Your profile:

ACCA qualified or near completion, (or equivalent), and minimum of two years' experience in a similar role. Highly organised, excellent attention to detail, pro-active and the ability to work unsupervised are considered essential. You are able to adapt to different tasks as required. In order to cope with the tasks in our international environment, you should possess excellent knowledge of English, both written and orally. Any other language would also be advantageous. A good knowledge of the common MS Office products including Office Outlook is desirable. In addition, you should have the ability to work precisely, be motivated and enjoy working in a small team. The ideal candidate would also be confident, polite and of a smart appearance.

Your perspectives:

We can offer you a varied position in an international environment. We place great importance on modern employment conditions, and work in a pleasant atmosphere, providing continuous training as well as internal development opportunities for our employees.

To apply for this position, please send your CV and cover letter by e-mail to jobs@mandaris.com.