



AG ADVISORY

JOB TITLE: FINANCE EXECUTIVE

Background:

AG Advisory has been established with the aim to offer a variety of services to yacht owners, family offices, managers, operators and advisors in the yachting and business aviation industry. The Company's services will include assistance with the purchase and sale of the assets, asset registration, company formation and administration, including corporate services, accounting and back office services. The Company in particular is keen to build a VAT advisory and compliance service offering.

The Company also intends providing in future corporate services from Malta to other industries such as shipping, sports, entertainment and film industry, widening the scope of activities using its worldwide client base of UHNWI and their advisors.

Job Overview:

We are seeking a dedicated and detail-oriented accounting professional with experience and knowledge in book keeping and posting, as well as preparing and filing VAT returns. The successful candidate will be an integral part of our finance team, ensuring accurate VAT compliance, reporting, and contributing to the overall financial health of our client's business and the organization.

The Office:

The candidate will be based at 120, Triq ix-Xatt, Gzira.

Responsibilities:

Book keeping:

Organize, prepare, post and maintain up to date records for company clients.

Reporting:

Prepare and submit timely and accurate VAT returns to relevant tax authorities, as well as co-ordinate reporting with other fiscal agents in other jurisdictions.

Generate VAT-related financial reports for internal analysis.

VAT Compliance:

Ensure adherence to VAT regulations and guidelines in all financial transactions.

Verify and validate VAT entries in financial records for accuracy and compliance.

Documentation:

Maintain organized and up-to-date records of all transactions for the clients.

Communication:

Liaise with internal stakeholders and clients to prepare clear records.

Collaborate with external auditors and tax authorities as needed.



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Training:

The Company will provide or support on-going training, including VAT

Requirements:

Educational Background:

A and O level Qualification in relevant subjects

On-going or completion of professional accounting qualification (e.g., ACCA, CMA) is a plus.

Experience:

1-2 years of experience in accounting, with a focus on VAT.

Familiarity with international VAT regulations and laws is advantageous.

Knowledge and Skills:

Proficient in accounting software and Microsoft Excel.

Strong analytical and problem-solving skills.

Communication Skills:

Excellent verbal and written communication skills.

Ability to explain complex financial concepts related to VAT in a clear and concise manner.

Ability and willingness to work in a team.

Attention to Detail:

High level of accuracy in data entry and financial reporting.

Meticulous attention to detail in identifying VAT-related issues.

Technology Proficiency:

Experience with accounting software (e.g., QuickBooks, SAP) is preferred.

Competence in using Microsoft Office, particularly Excel.

Adaptability:

Ability to adapt to changes in VAT regulations and implement necessary adjustments.

Willingness to learn and stay updated on changes in tax laws and financial regulations.

Compensation:

An attractive financial package is being offered which is competitive and commensurate with experience.

An annual structured performance review is carried out and subject to discretionary salary review and performance bonus.



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The Company prides itself to be an equal opportunity employer. We encourage our employees to take opportunities for personal and professional development and growth. We invest heavily in training and take pride in seeing our own employees take up more senior roles and responsibilities within the Company.

Procedure for Application

Applicants please send your CV with a covering letter including salary expectations via e-mail to ag@agadvisory.mt stating "Job Application Finance Executive" in the Subject.