

Assistant Accountant Vacancy

Company Description

FB Accountants & Advisors is a rapidly growing accountancy firm located in Attard. We provide accounting, taxation, and advisory services to small and medium businesses in Malta. Our aim is to offer a comprehensive range of services to our clients to assist in their growth and development.

Role Description

This is a full-time on-site role for an Assistant Accountant. The Assistant Accountant will be responsible for maintaining financial records, preparing and reconciling bank statements, and assisting in the preparation of financial statements. The Assistant Accountant will also be responsible for assisting with audits, performing administrative tasks, and ensuring compliance with local laws and regulations.

Qualifications

- Excellent knowledge of accounting principles and practices, and experience in bookkeeping
- Proficiency in Microsoft Office applications, particularly Excel
- Experience with accounting software such as Xero or Shireburn SFM considered an advantage
- Attention to detail and the ability to work independently
- Strong organizational and time management skills
- A minimum of an A Level qualification in Accounts

Competitive salary commensurate with experience.

Opportunities for career advancement and further training.

Friendly and collaborative work environment.

Contribution to a rapidly growing and innovative accounting firm.

If you meet the above qualifications and are ready to take the next step in your accounting career, we encourage you to apply. Please submit your CV to careers@fbaccountants.com.mt with the subject line "Assistant Accountant Application - [Your Name]."

FB Accountants & Advisors is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.