

## Executive - Client Accounts

Ref 2025ECA08

---

### The Company

EMCS was established as a consultancy firm some forty years ago and is now one of the leading advisory and tax firms in Malta serving both local and international clients.

One of our strongest units is the Client Accounting department which we are now seeking to grow.

### Responsibilities

In this role, you will be reporting to senior staff members and assisting them with accounting services for international clients. It is an excellent opportunity for a part-qualified accountant with good time management skills, who is looking to grow in a dynamic environment with direct exposure to clients - indeed maintaining strong client relationships; assisting with enquiries promptly and accurately whilst adhering to accounting principles as well as identifying and correcting errors are some of the functions.

Non-Maltese candidates will be considered provided they have an excellent command of English, hail from a CSP background and have the requisite qualifications as per relevant section below.

Salary is dependent on candidate's relevant experience & fit.

### Duties

- Posting journals
- Updating accounting records
- Entering accounts payable and receivable
- Maintaining organised and accurate records
- Filing and organising documents
- Bank reconciliation
- Processing of invoices
- Reconciling creditors
- Assisting with payroll
- Issuing financial reports
- Compiling VAT returns

### Essentially Primary Requirements

- Minimum 2 years relevant experience
- Half way through ACCA programme
- Knowledge of VAT

### Skills

- Ability to prioritise tasks in a fast-paced environment
- Attention to detail
- Able to meet deadlines
- Pro-active and organised with a keen eye for detail
- Good communication and interpersonal skills, with a can-do attitude approach
- Excellent command of written and spoken English
- Proficiency in Microsoft software

### Working Conditions

**Work location:** Mriehel

**Standard working hours** 8.30 to 17.30 Monday to Friday, one hour break in between.

**Some of our Employee-centric policies:**

- Flexi-time: IN 7:30 to 9.30 OUT 16.30 to 1830\*.
- Possibility of telework two/three times weekly\* after probation
- Possibility of ToiL instead of leave for short absences
- Annual Performance Bonuses
- Children's sick-leave; sickleave leave for Mater Dei medical appointments
- Extended birth leave for dads
- Tax-efficient Fringe Benefits
- Everyday is Dress-down
- Assistance with Studies, Training and self-development
- Employee support programme @ Richmond Foundation
- Refer-a-Friend Bounty
- Various teambuilding events and on-the-job CSR activities
- Summer concession: Wednesday & Friday half day \*

*\*Depending on operational requirements*

If you have a customer-oriented mindset with a passion for providing exceptional service, we'd love to hear from you!

**Send your CV now to join our dynamic team and embark on a journey of growth and professional development, by e-mailing [recruitment@emcs.com.mt](mailto:recruitment@emcs.com.mt)**

