

Senior Executive/Assistant Manager - Client Accounts

Ref 2025SECA07

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

Selected candidate will supervise & manage a small team of full/part qualified accountants providing, in a timely manner, accounting related services to international clients. The role requires constant liaison with the Directors, clients and other professional service providers. Salary is dependent on candidate's relevant experience & fit. The selected candidate will be expected to maintain strong client relationships and address all client issues and inquiries promptly and accurately.

Non-Maltese candidates will be considered provided they have an excellent command of English, hail from a CSP background, have the requisite qualifications as per relevant sections below and have a good knowledge of Maltese framework (Accounting, VAT & Tax laws).

Duties

- Analysing financial data.
- Generating management reports to provide insights to clients .
- Ensuring that financial reports comply with the relevant accounting standards.
- Updating accounting records.
- Preparing and filing vat returns .
- Assisting with income tax computations.
- Overseeing the accounting processes.
- Using the necessary accounting software.
- Supervising and mentoring junior accounting staff.
- Reviewing the work of junior accountants and training
- Ensuring compliance with audit requirements
- Preparing documents for auditors
- Liaising with auditors
- Ensuring adherence to internal controls and procedures

Essentially Primary Requirements

- Qualified or near-qualified accountant
- Has at least 3 -4 years experience in a similar position
- Knowledge and exposure of IFRS and GASPME reporting

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 analytical and problem-solving skills.
- Ability to manage multiple priorities and meet deadlines
- 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
- Every day 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

