

JOB TITLE: JUNIOR ACCOUNTANT - CLIENT ACCOUNTING

Background:

AG Advisory has been established with the aim to offer a variety of services to yacht owners, managers, operators and advisors in the yachting and business aviation industry. The Company's services include assistance with the purchase and sale of the assets, asset registration, company formation and administration, including corporate services, accounting and back office services. As a licensed CSP, 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.

The firm is experiencing sustained growth and requires a **Junior Accountant** to support the client accounting team and contribute to operational excellence across the organisation.

Job Overview:

We are seeking a full-time accounting professional to join our fast-growing team as **Junior Accountant** in the client accounting department. The ideal candidate will have a strong background in, back-office operations, bookkeeping and compliance. This role involves providing comprehensive financial support to our clients, ensuring timely payments, conducting reviews, and maintaining ongoing compliance monitoring, and a commitment to delivering exceptional service to our clients.

If you are eager to step into a key role within a rapidly growing company where your career development will be ensured, and your experience will be valued, this is a great opportunity for you to have great impact during an exciting time for this company.

The Office:

The candidate will be based at AG Advisory offices at Level 5, 120, ST Business Centre, The Strand, Gzira, GZR1028, Malta

Employment:

Full-time, indefinite (subject to statutory probationary period)

Key Responsibilities:

- Execute and oversee client back-office accounting and financial operations, including all bookkeeping, payment processing and expense management.
- Prepare financial reports (e.g. Budgets) and summaries for clients, offering insights and recommendations.
- Take ownership with bookkeeping and filing, ensuring accurate financial records are maintained.
- Assist in the preparation of financial documentation required for audits, taxation and regulatory submissions.
- Assist with bank account and payment providers (incl. credit card issuance and monitoring)
- Assist with regular compliance reviews (especially transaction monitoring) to ensure adherence to all relevant financial regulations and standards.
- Collaborate with the team to understand and deliver on the clients financial needs.
- Maintain effective communication with stakeholders to facilitate smooth financial operations.

Qualifications & Experience:

- A Level, Certification, Diploma in bookkeeping, accounting or similar - minimum requirement.
- Part-Qualified ACCA or similar, or studies/exams in progress would be a plus.
- 2+ years of experience in back-office accounting and financial operations including compliance roles for multiple clients.
- Knowledge or previous experience in maritime or yachting industry is highly desirable.
- Proficiency in financial software and tools (Xero, Binderr) and in Microsoft Office Suite (Excel, Word) with strong numerical and analytical skills.
- Strong organizational abilities and capability to manage multiple tasks effectively.
- Excellent analytical and problem-solving skills with keen attention to detail.
- Ability to handle sensitive information with confidentiality.
- Excellent communication and interpersonal skills.
- Ability to work independently as well as part of a team in a fast-paced environment.

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.
- 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 recruitment@agadvisory.mt stating "Job Application Junior Accountant" in the Subject.