

JOB TITLE: FINANCE & ADMINISTRATION ASSISTANT

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.

Job Overview:

We are seeking a full-time **Finance & Administration Assistant** to join our fast-growing dynamic team. The candidate will be assisting the Head of Finance to support the internal accounting function and maintain accurate financial records. In addition, the candidate will be involved in ensuring the smooth administrative functioning of the finance team and assist with general office administrative duties. The ideal candidate thrives in an organized environment, possesses strong numeric skills, and has hands-on experience with daily data entry, bookkeeping and office administration.

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:

Financial & Bookkeeping Duties:

- Assist the Head of Finance with daily internal bookkeeping and day-to-day accounting operations
- Process, verify, and input daily financial transactions, accounts payable, and accounts receivable into the accounting system
- Maintain the general ledger by posting journal entries, accruals, prepayments, and amortizations as required
- Perform routine bank, credit cards and petty cash reconciliations and monitor pending payments or receipts
- Prepare, issue, and follow up on customer accounts receivable invoices
- Assist in processing accounts payable and managing vendor records
- Support the preparation of monthly accounts, financial reporting, and audit documentation
- Support the Head of Finance with month-end and year-end financial closing procedures and reporting
- Maintain precise, up-to-date digital and physical financial records
- Handle general administrative tasks for the finance department as assigned

General Office Administration:

- General administrative tasks to ensure daily finance team and office operations run efficiently
- Handle incoming phone calls, emails, and correspondence related to finance and office matters
- Assist in filing and archiving contracts, receipts, and compliance documents
- Assist in monitoring and ordering office supplies, stationery, and equipment
- Provide direct ad-hoc administrative support to the Head of Finance and management team as needed
- Provide back-up and cover to the office executive as required

Qualifications & Experience

- Diploma, Degree or equivalent in Accounting, Finance, Business Administration or related
- 2+ years prior experience in a bookkeeping, finance assistant, or administrative role
- Strong working knowledge of accounting principles and bookkeeping procedures
- Proficiency with accounting software (e.g., Xero, QuickBooks, or Sage), MS Office (particularly Excel) and other systems such as CRM/PMS (e.g. Scoro)
- Knowledge or prior background in the maritime or yachting industry is highly desirable.
- Professional integrity and the ability to handle confidential financial data responsibly
- High level of accuracy, attention to detail, and data entry precision
- Solid organizational and time-management skills with the ability to prioritize tasks
- Strong written and verbal communication skills, with fluency in English (additional languages are a bonus).
- 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 Finance & Administration Assistant" in the Subject.