



## Accounts Executive

### Malta | Full-Time

Are you an organised, detail-oriented finance professional who enjoys working with numbers, technology, and modern business tools?

We are looking for an **Accounts Executive** to join our growing team. The ideal candidate will have a solid accounting background, excellent **Excel** skills, experience with accounting software, and a keen interest in leveraging AI tools to improve efficiency and reporting.

### Key Responsibilities

- Manage day-to-day accounting transactions, invoices, payments, and reconciliations
- Maintain accurate financial records and support month-end processes
- Monitor accounts receivable and accounts payable
- Analyse financial data and generate reports using Excel
- Use accounting software and AI-powered tools to streamline processes and improve productivity
- Support management with ad hoc financial and administrative tasks

### What We're Looking For

- Previous experience in an accounting or finance role
- Strong Excel skills, including **Pivot Tables**, **XLOOKUP/VLOOKUP**, formulas, and reporting
- Experience with accounting software (Sage, Xero, QuickBooks, Microsoft Dynamics, or similar)
- Comfortable using AI tools such as Microsoft Copilot, ChatGPT, or equivalent business applications

- Good understanding of accounting principles and VAT procedures
- Excellent written and verbal communication skills

### **Personal Attributes**

- Highly organised and detail-oriented
- Analytical with strong problem-solving skills
- Technology-minded and eager to embrace innovation
- Proactive, adaptable, and self-motivated
- Able to work independently and as part of a team
- Committed to accuracy, confidentiality, and continuous improvement

### **What We Offer**

- Competitive salary package
- Modern and technology-driven workplace
- Opportunities for professional growth and development
- Supportive and collaborative team environment

**Interested?** Send your CV and a brief cover letter outlining relevant experience and qualifications to [careers.ptmalta@gmail.com](mailto:careers.ptmalta@gmail.com)

We look forward to hearing from you.