



**THE CHURCH IN MALTA**

## **Post of Junior Accountant**

The Archbishop's Curia invites applications for the post of Junior Accountant.

The selected candidate, who will be reporting to the Assistant Financial Controller, will be responsible for the accounts of diocesan entities including the Archbishop's Curia, as well as assist in other duties in the Accounts Department.

Prospective candidates are expected to be qualified accountants with a minimum of 2 years experience in an accounts related role. Proficiency and good working knowledge in Microsoft Excel and accounting software packages are essential.

The ideal candidate must have strong numeracy skills with a sharp eye for detail. S/he is expected to be highly organised, motivated and capable of working on her/his own initiative, whilst being able to work in a team, and to adhere to the established deadlines and meet expectations.

Interested persons are to submit a letter of application, a detailed copy of their curriculum vitae, a scanned copy of their certificates, and names and emails of two referees, by e-mail to [hr@maltadiocese.org](mailto:hr@maltadiocese.org) and by not later than **Friday 19th January 2018**.