


<b>Job Description</b>		<b>Ad No:</b>	<b>ABT 15 / 19</b>	<b>Rev #</b>	<b>1.1</b>	 <small>\\Filesrv\hr\SHRAdminFiles\HRDocuments\HumanResources\Job Adverts\2019\ABTG-Accountant-April 19.docx</small>
<b>Prepared By:</b>	<b>PRS / MJG</b>	<b>Expected Start Date:</b>		<b>Q3 2019</b>		
<b>Approved By:</b>	<b>PAO</b>	<b>Last Revision Date:</b>		<b>30-Apr-19</b>		

## Immediate Vacancy

### Accountant

The **AquaBioTech Group** is seeking to employ a qualified individual to work as an accountant within the Group's Diverse portfolio, to undertake various task and responsibilities, ensuring the efficiency and transparency of our accounting system.


#### Synopsis of position offered

A position within the **AquaBioTech Group** has arisen for a suitably qualified person to work in the Accounts Department. We are looking for an ambitious Accountant to provide support to the accounts department by managing daily, monthly and yearly accounting tasks and responsibilities. You will be part of a team of professionals working to maintain order and transparency for the company's finances.

The goal is to contribute to the overall efficient operation of the department and help the company be fully aware of its financial condition. This way it can make the right decisions and accomplish long term success. The responsibilities include, but are not limited to:

- Month-end accounting closure procedures
- Preparation of month end accounts
- Creditors' control
- Debtors' control
- Budget variance reporting
- Treasury management assistance
- Preparation of VAT returns
- Assistance with regulatory reporting
- Liaising with auditors
- Co-ordination of travel allowances

Reporting directly to the Chief Financial Officer, the position is demanding requiring a person who is highly motivated, methodical, detail-oriented and organised. They must possess diplomatic, analytic and communication skills as well as be prepared to work to very tight deadlines in isolated and multi-functional tasks, and in conjunction with a team of international staff.

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### Qualifications Overview

The selected candidate should have previous experience in accounting with good understanding of accounting and financial reporting principles and practices and is able to manage and stick to monthly and year-end deadlines. They will also need to be proficient in Microsoft Office Package. A familiarity with relevant computer software (Shireburn), university degree and Qualifications (ACA, ACCA or CIMA) is a plus but not required.

The selected candidate will have to speak and write English fluently. Knowledge of any other languages would be considered an asset, although not essential.

### Financial Package

The successful candidate will be offered a long-term, fixed-term contract with the company. The starting package offered for this position will be structured largely upon the chosen candidate, reflecting the experience the candidate brings to the company, but also in line with the cost of living in Malta and could include an accommodation package, if required.

### Application Procedure

Further information about the **AquaBioTech Group** and the services we offer can be viewed at [www.aquabt.com](http://www.aquabt.com). Applicants are required to submit a full *Curriculum vitae* in the **AquaBioTech Group** Europass format that **must** be downloaded from our website – **no other Cv formats will be accepted.**

Questions about the application should be directed to the HR Manager, on [hr@aquabt.com](mailto:hr@aquabt.com)