


<b>Job Description</b>		<b>Ad No:</b>	<b>ABT 19 / 21</b>	<b>Rev #</b>	<b>1.2</b>	 <small>W:\Files\HR\HRAdminFiles\HRDocuments\HumanResources\JobAdverts\2021\ABTG-JuniorFinancialController-12-Feb-21.docx</small>
<b>Prepared By:</b>	<b>FME / MJG</b>	<b>Expected Start Date:</b>		<b>Q1 2021</b>		
<b>Approved By:</b>	<b>LCD</b>	<b>Last Revision Date:</b>		<b>02-Feb-21</b>		

## Immediate Vacancy

### Junior Financial Controller

The **AquaBioTech Group** is seeking to employ a newly qualified individual to work as a **Junior Financial Controller** within the Group's accounting and commercial function and to undertake various tasks and responsibilities required to ensure the efficiency and transparency of the group's reporting and analysis function.


#### Synopsis of position offered

A position within the **AquaBioTech Group** has arisen for a newly qualified individual to work in the Accounts Department. We are looking for an ambitious individual to contribute 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 continually improve the financial and other key metrics to help the management to grow the business sensibly and robustly.

The goal is to contribute to the overall operation of the department and help the company take the right decisions in accomplishing long term success. The responsibilities include, but are not limited to:

- Preparing detailed monthly management accounts and key metric reporting
- Monitoring daily bookkeeping activities
- Creditors and Debtors' control
- Drafting reports and other documentation as may required
- Preparation of Budgets and variance reporting
- Costing analysis for divisional activities
- Supporting commercial pricing for projects and divisional activities
- Treasury management assistance
- Supervision of VAT return sand reporting
- Regulatory reporting and compliance with all regulations
- Liaising with auditors and preparation of financial statements
- Improving the efficiency of the Finance Department
- Supporting ad hoc requests by Management

Reporting directly to the Chief Financial Officer, the position is demanding, requiring a person who is highly motivated, methodical, detail-oriented and organised. The chosen applicant must possess

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excellent communication skills as well as the ability to work to very tight deadlines in isolated and multi-functional tasks and in conjunction with a team of international staff.

### Qualifications Overview

The selected candidate will have a good understanding of accounting and financial reporting principles and practices and is able to manage and stick to monthly and year-end deadlines. Applicants should possess a university degree or the appropriate qualifications (ACA, ACCA or CIMA). Proficiency in Microsoft Office applications is a must while previous experience using Shireburn accounting systems will be considered an asset.

The selected candidate must be able 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)