



Junior Accounts Assistant

We are looking to recruit an individual to join our firm's Corporate and Business Administration Support Unit. The chosen candidate will be responsible for assisting our accounting team in servicing a portfolio of local and international corporate clients. The duties will include, but are not limited to:

- Assisting in the day-to day operational and client's requirements;
- Processing accounting documentation and performance of periodical reconciliations;
- Assisting in the processing of period end journals leading to the preparation of annual / management accounts;
- Compiling information to be included in the company's VAT returns, recapitulative statements and other returns as necessary.

Candidates shall have as a minimum 1-2 years' experience in a similar role, ideally in an accounting or a professional services firm, though candidates with less experience may also be considered. Candidates must have as a minimum an A Level in Accounts.

This position calls for an individual who is motivated, has strong interpersonal and communication skills, as well as good command of both written and oral English. The ideal candidate must be proficient in MS office applications and Sage, be highly organised and have the ability to prioritise work and complete tasks in a timely manner.

Interested candidates are requested to send their CV, together with a covering letter, to admin@wdm.com.mt