



Accounts Assistant

WDM International, a multi-disciplinary audit and accountancy firm, is seeking to recruit an Accounts Assistant. 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 clients' requirements
- Recording and posting invoices, journal entries and payments
- Preparing sales invoices
- Effecting payments on internet banking platforms
- Performing bank reconciliations
- Assisting in the processing of period end journals leading to the preparation of annual / management accounts

Candidates should have a minimum of 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 should also have at least an A Level in Accounts. This position calls for a motivated individual who has strong interpersonal and communication skills. Fluency in written and spoken Maltese and English is necessary. Fluency in written and spoken Italian is considered an asset. The ideal candidate must be proficient in MS office applications. Experience in the use of SAGE accounting software is considered an asset. The ideal candidate must also be highly organized, have the ability to prioritise work and complete tasks in a timely manner.

Anyone who is suitably qualified, pays attention to detail, and enjoys working in a small team within a family-like environment, is very welcome to send a CV on admin@wdm.com.mt.

We look forward to starting a conversation with you.