

ACCOUNTING SENIOR ASSOCIATE

Join Our Accounting Team at WDM International

Are you ready to take the next step in your professional journey? WDM International is actively seeking an enthusiastic and driven individual to join our accounting team. You'll be part of a trusted Firm that values integrity, efficiency, professionalism and most of all the growth and development of its people.

This is your chance to collaborate with seasoned professionals, learn new skills, and provide exceptional service to a diverse portfolio of corporate clients in a supportive setting where your contributions matter. If you're detail-oriented, keen to expand your knowledge, and searching for a workplace that encourages you to grow, we want to hear from you.

WDM International Ltd is an audit, tax & advisory firm based in Malta, and is also an MFSA approved CSP license holder. The Firm, established in 1994, aims to deliver tailored solutions to meet both local and international client needs.

Responsibilities:

- Assist in providing client accounting activities by processing purchases and sales invoices in our accounting systems
- Maintain organised and up-to-date accounting files, including invoices, receipts, and other supporting documents
- Perform regular reconciliations such as Bank, Creditors, Debtors and other general ledger items and resolving any arising discrepancies
- Engage proactively with clients, responding to their requests promptly and providing clear, professional communication at all times
- Assisting in the preparation of clients' VAT Returns and Recap Declarations
- Support the completion and timely filing of clients' Business Statistical Questionnaires and NSO Intrastat
- Coordinate and prepare timely sales invoices and/or supplier payments on behalf of clients
- Other accounting duties as may be required from time to time

Skill-set and Requirements:

- At least two years' experience in an accounting or finance support role
- Holds at least an A-Level qualification in accounting. Candidates who are pursuing an ACCA qualification will be given preference.
- Good command of both written and oral English
- Have strong interpersonal skills and an ability to build and maintain relationships both within the team and with clients

- Be meticulous with the ability to work on own initiative, pre-empt requirements and deliver with high attention to detail
- Highly proficient in Microsoft Office tools
- Experience with Odoo accounting system will be considered an advantage
- Able to work under pressure to meet set deadlines and manage multiple tasks simultaneously

Work Arrangement:

- Full-time position; Reduced hours arrangements may be considered.

Interested candidates are requested to send their CV, together with a covering letter, to recruitment@wdm.com.mt. Whilst we gratefully for all applications received, only shortlisted candidates will be contacted.