Career Opportunity

Administrative Assistant (Corporate Services) – Jobsplus Permit No. 64/2020

The FIAU is seeking to recruit an Administrative Assistant to join the Corporate Services Section.

Responsibilities:

The duties and responsibilities as an Administrative Assistant within the Corporate Services shall include, and are not limited to, the following:

- Assistance in the purchasing of supplies, services or works;
- Providing assistance throughout the public procurement cycle, including the preparation of procurement documents and contracts;
- Operating IT Systems, including the e-procurement portal (EPPS system);
- Liaison with suppliers, handling of invoices and posting of accounting entries;
- Planning of travel arrangements for staff;
- Carrying out of bank reconciliations;
- Dealing with incoming and outgoing correspondence;
- Administration of petty cash;
- Reception duties when required;
- Provide logistical support in management and preparation relating to the conferences organised by FIAU;
- Posting of receipts;
• Compiling periodic reports;
• Other tasks delegated by the Manager.

Requirements:

Applicants must be in possession of an A-level standard of education and be well skilled in Microsoft Office tools.

Preference may be given to applicants in possession of an A-level in Accounts or equivalent diploma in Accounting or Administrative and Secretarial duties.

Applicants must be able to work both independently and as part of a team, be well organised, and have the ability to manage multiple tasks effectively. The selected candidates are expected to have a professional attitude and appearance, have excellent telephone manners and be fluent both in the Maltese and English language.

Demonstrated accounting and administrative experience in a similar role and the possession of a relevant ICT qualification will be considered favourably.

We Offer:

• A dynamic working environment.
• Excellent career prospects.
• An attractive remuneration package.
• Health and Life Insurance.
• Flexi Time.
• Team building events.

Interested persons are to send a covering letter together with a detailed CV addressed to The Director, Financial Intelligence Analysis Unit, 65C, Tower Street, Birkirkara, BKR 4012. Applications may also be sent by email to careers@fiumalta.org