



**SHELTONS**

**Client Manager**  
**with accounting background for international firm**

**Sheltons Group, Malta**

For our Malta office we are seeking a highly motivated individual with excellent development opportunities, ideally someone with an accounting background looking for new challenges in an international environment.

As a Client Manager you would be responsible and oversee a growing portfolio of international clients. You would be entrusted with a variety of corporate and accounting matters ensuring that all statutory requirements are complied with, as well as assisting with accounting and tax advice etc. in collaboration with in-house or external advisors.

If you are ambitious, driven and wish to develop your career in an international team, you may be our new Client Manager.

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Sheltons is a specialist accounting and business advisory firm working exclusively with internationally-operating businesses. We are highly specialised in the areas of international tax advisory, international tax training and corporate services with offices located in Copenhagen, Malta, Sydney, London and soon Milan.

**The Job**

We are seeking a Manager with a good accounting background to manage a growing portfolio of international clients. After a brief induction period, you would be responsible for assisting in the formation and maintaining Maltese entities, arranging for legal, accounting and tax advice etc., in collaboration with in-house or external advisors, ensuring that all accounting and legal requirements are complied with and for delivering services in a timely and professional manner. Your role would also include ensuring the delivery of accurate management accounts, annual accounts and tax returns as well as assisting clients with the preparation and filing of the VAT returns. You will have considerable contact with your international clients' representatives as well as with banks, accounting firms and law firms around the world. In time, you will also be expected to assist with developing new business, and to manage, support and motivate your own team.

**Your profile**

You have worked at least five years in accounting or commercial law, preferably within an accounting firm. It is however perfectly acceptable if all your experience has been gained working outside Malta. You have a relevant theoretical background and are familiar with related legal and financial terms and concepts. Experience in working in areas such as international corporate taxation or European VAT would be considered an asset. You also have a good knowledge of general office software such as Word, Excel and Outlook as well as experience using at least one accounting program. Knowledge of Xero accounting software would be favourably considered.

As you would be dealing with clients from all over the world a strong command of the English language is necessary, as well as a highly developed ability to articulate views, verbally and in written form. Knowledge of foreign languages such as Italian, German, French or Spanish would be an asset. You have good analytical skills and are a logical thinker and have the ability to find practical solutions to challenging tasks. You have strong personal drive and a competitive spirit. You are result-orientated and are good at prioritising your tasks. You enjoy building and developing relationships and working in a dynamic team where the spirit of "everybody helps out" is deeply entrenched.

### **Unique opportunity**

If you enjoy working in an international environment and have a flair for the English language then this is the position for you. After an introductory period you can expect a challenging position with the opportunity to utilise, hone and broaden your skills. You will be trained, not only on the job, but also via attendances at external courses and conferences. The right person will have the prospect of progressing to the rank of Senior Manager and possibly to partner in due course.

At Sheltons we have a professional attitude and a flat and open organisation. The atmosphere is cooperative, congenial and positive.

### **If this is a job for you**

Please send your application letter together with your CV to [MT@SheltonsGroup.com](mailto:MT@SheltonsGroup.com). The application letter must be in English.

If you wish to know more about the job please email us or call Ivan Zammit on +356 21444488 or visit our website [www.SheltonsGroup.com](http://www.SheltonsGroup.com).

The preferred start date would be as early as possible.

We look forward to hearing from you!