



**SHELTONS**

**Finance Assistant**  
**with bookkeeping background for international firm**

**Sheltons Group, Malta**

For our Malta office we are seeking a person for a position with excellent development opportunities; an ideal position for a person who has a relevant accounting and corporate background and is looking for new challenges in an international environment.

As a Finance Assistant you would be assisting with the accounting and corporate requirements for a portfolio of international clients. After a period of training, you would be responsible for ensuring that all accounting and corporate requirements are complied with as well as, where appropriate, assisting with accounting and tax advice etc. in collaboration with in-house or external advisors.

If you are ambitious, have drive and want to develop your career in an international team, you may be our new Finance Assistant.

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

**The Job**

We are seeking a Finance Assistant to assist with the bookkeeping and accounting of a growing portfolio of already content international clients. After a brief induction you would be assisting with ensuring that all accounting and legal requirements are complied with and for delivering services in a timely and professional manner. After an appropriate training period, your role would include assisting with 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 work in close contact with the Managers and with time, you will have considerable contact with the international clients' representatives as well as with banks, accounting firms and law firms around the world.

**Your profile**

You have worked at least two years in accounting, preferably with an accounting, corporate services firm or in a comparable role with an international company. It is however perfectly acceptable if all your experience has been gained working outside Malta. You have a relevant theoretical background or are in the process of finishing your education and are familiar with related legal and financial terms and concepts. 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 Sage and Xero accounting software would be considered an asset.

As you would be dealing with clients from all over the world it is essential that your English is very advanced and that you have 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" still pervades.

**Unique opportunity**

If you enjoy an international environment and have a flair for English language then this is the position for you. After an introductory period you can expect a challenging position with the opportunity to use and broaden your skills. You will be trained, not only on the job but also via attending external courses and conferences. The right person will have the prospect to become a Manager in the short to medium term.

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!