

Technical Senior Assistant

Job Description



The Senior Assistant within the Malta Institute of Accountants (“the Institute”) will report to the Technical Manager. The job entails the following duties:

1. Provide any necessary input with respect to events, conferences, training, fairs and/or other initiatives organised by the Institute and/or other national and/or international institutions, and participate in same as required;
2. Liaise with internal and external stakeholders as required with respect to any event, conference and/or project;
3. Assist in handling/coordinating queries and requests received from Members and other organisations seeking guidance or feedback;
4. Organise and/or attend meetings, and draft meeting minutes;
5. Provide any material necessary for publication (printed and online);
6. Compile and analyse reports as needed;
7. Provide feedback and periodic reports to stakeholders, both internal and external;
8. Perform general administration duties;
9. Perform other duties as may be assigned by the members of the Technical team; and
10. Perform other work as may be requested by the employer.

The ideal candidate will:

- Be proficient in Microsoft Office;
- Have strong verbal communication skills in English and Maltese;
- Have good writing skills in English;
- Have at least an MQF Level 5 in Accounting; and
- Have previous experience in carrying out similar duties.

Applications, accompanied by a detailed CV, are to be submitted to azammit@miamalta.org. All applications will be treated in the strictest of confidence.