

Accounting and Tax Services Executive

January 2023

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East. We are seeking to recruit an accounting and tax services executive to join our rapidly expanding 70 person-strong Malta office, which offers excellent career growth opportunities in an internationally focused environment. Client focused and service oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

The Role

The successful candidate will be responsible for carrying out and managing all accounting duties for a portfolio of clients. This includes bookkeeping, preparation of financial statements, VAT and tax compliance.

Duties

- Maintain the general ledger, including posting of accounting documentation (such as invoices) to the nominal ledgers, and preparing reconciliations of bank and other ledger balances
- Handle calculations, prepayments and accruals
- Compile management accounts
- File accounting documentation
- Prepare financial returns and CBM returns
- Prepare VAT returns, tax returns and tax refund claim forms
- Prepare annual financial statements
- Assist with auditors' queries
- Carry out general duties, including but not limited to liaising with other departments within the Group, and assisting in other ad hoc duties as may arise

Qualifications and Skills

- Applicants must be ACCA part-qualified or equivalent
- A minimum of one (1) year's experience in client accounting would be considered an asset
- Able to work accurately against tight deadlines
- Takes initiative and can work both independently and as part of a team
- Excellent administrative and business support skills, with the ability to multi-task and work calmly under pressure
- Ability and initiative to handle increasing responsibility over time

- Working knowledge of MS Office suite, including Word and Excel

Training

On-the-job training will be provided.

Remuneration

- Salary commensurate with experience and qualifications
- The successful candidate will benefit from an excellent career growth opportunity working with a multi-jurisdictional player in the financial services sector

Applications

Applications will be treated in the strictest of confidence and should include a full C.V. Please submit applications by email to the hiring manager at careersmalta@tridenttrust.com.