

**ASSISTANT ACCOUNTS EXECUTIVE**

We are currently looking to employ a full-time Assistant Accounts Executive to join our busy team of professionals.

**Duties**

- Assisting in the provision of client book-keeping to a portfolio of fiduciary and corporate clients
- Liaison with clients and handling various requests in a timely manner
- Maintaining a variety of financial information, files and records for the purpose of ensuring the availability of documentation
- Assisting colleagues in reporting requirements

**Qualifications and Skills**

- At least one year relevant work experience
- Early stages of ACCA or equivalent
- Attention to detail, highly organized and the ability to work on his/her own initiative and in a team
- Ability to meet deadlines
- Knowledge of Viewpoint will be considered an asset
- Excellent communication skills, both written and spoken
- Motivated to continuously grow in our team of professionals

**Benefits**

- Excellent career growth opportunities whilst working with a leading multi-jurisdictional player in the financial services sector
- Attractive remuneration package commensurate with experience as well as training and development opportunities

**Applications**

Applications will be treated in the strictest of confidence and should include a full C.V. Please submit applications to the Accounting and Tax Services Manager at the following address:

Trident Trust Company (Malta) Ltd  
The Cornerstone Complex, Level 3, Suite 3  
16th September Square  
Mosta MST 1180, Malta

Alternatively you may send your C.V. to [iformosa@tridenttrust.com](mailto:iformosa@tridenttrust.com)