



# TRUSTWORTHY, HONEST AND COMMITTED. BE PART OF OUR TEAM!

Immediate

## Accounts Officer- reduced hours (m/f/d)

The foundation of Seifert Systems was laid in 1965, when engineer Rolf Seifert recognised the need to keep electronics in an industrial environment at a uniformly low temperature level and to safely dissipate any heat loss that occurs.

With the experience of more than 55 years, Seifert Systems has grown into a group of companies with its own subsidiaries in Malta, Switzerland, Austria, France, Italy, USA and Australia. Long-standing partnerships enable us to operate successfully worldwide.

### JOB DESCRIPTION & RESPONSIBILITIES

Reporting to the Financial Controller, the selected candidate's duties include:

- Posting and reconciliation of Creditors and Sales ledger,
- Prepare and maintain periodic stock reconciliations and other cost reports,
- Preparing accounts reconciliations and bank payments,
- Compile and report statistical information and other returns to third party entities,
- Assisting with month-end related tasks,
- Liaising with company stakeholders including Auditors, Debtors and Creditors,
- Other day to day work within the department as necessary.

The ideal candidate would have:

- Previous experience in a similar role,
- Strong interpersonal skills, and most of all be a team player,
- Excellent knowledge of Microsoft Excel and other Office applications,
- A keen eye for detail, organised and accurate,
- The ability to work with limited supervision, and adapt to new reporting or work practices,
- Excellent command of written and spoken English with strong communication skills.

### QUALIFICATION REQUIREMENTS

Applicants must have:

- Accounts A'level standard,
- Good command of the English Language, both written and spoken,

Previous work experience in a manufacturing accounts department and basic knowledge of Oracle Business Suite will be considered an asset.

Interested applicants should send a covering letter together with an updated CV not later than 29th February 2024 by email to the HR Manager on [hr@seifertsystems.com](mailto:hr@seifertsystems.com)