



## **Job Description**

### **Administration Assistant- (Finance & Administration)**

**JOB TITLE:** Administration Assistant- (Finance & Administration)

**REPORTS TO:** Director (Finance & Administration)

#### **JOB SUMMARY:**

The Administration Assistant (Finance & Administration) will be assisting the Director (Finance & Administration) in producing financial reports and providing day to day accounting operation, support and control through the duties listed below. In addition, the Administration Assistant (Finance & Administration) should perform basic duties of the payroll function, handling areas such as leave records and maintenance of HR records.

#### **JOB DUTIES AND RESPONSIBILITIES:**

The Administrative Assistant id provide support to the Director – Finance & Administration and carry out administrative duties and activities as follows:

- Assisting in the Agency procurement process and source quotes for services required by the Agency;
- Perform clerical duties in keeping request for quotes files up to date;
- Assisting in payroll preparation;
- Assisting in the preparation of budgets and forecasting;
- Performing the timely execution of month-end procedures and reconciliations;
- Assisting in the preparation of VAT returns;
- Performing reconciliations in relation to payables and receivables;
- Handling monthly HR and annual forms for employees;

- Liaising with all government agencies to ensure adherence to compliance laws and regulations;
- Reviewing & updating job descriptions for all positions on a regular basis
- Facilitating newcomers joining formalities including preparation of application for work permit or registration with the authorities in terms of VAT and Income Tax;
- Preparing and submitting all relevant HR letters/documents/certificates/ attendance as required and
- Any other duties that may be required for the smooth running of the department;

#### **Education & Experience:**

- At least 3 subjects at O level Standard, at MQF level 3, with preference given to candidates who are in possession of an O level standard in Accounts or any other business-related subject and
- A minimum of one-year previous experience in a similar position

#### **Skills:**

- Written and verbal communication skills in English
- Strong interpersonal skills
- Able to prioritise and work on own initiative
- Organised and meticulous

#### **Salary:**

The salary for this position begins at €17,671 and increases with annual increments of €317, reaching the maximum point on the salary scale, which, as of the year 2023, was set at €19,573.