

# TRUSTMOORE

Would you like to work as a Financial Account Manager in a company with an informal culture and be responsible for your diverse client portfolio from A to Z?

Then you are the  
**FINANCIAL ACCOUNT MANAGER**  
we are looking for!

## What will you do?

As a Financial Account Manager (FAM) you work closely with your colleagues within the Finance Team, as well as Legal Account Managers in order to continuously exceed our clients' expectations. In this position, you are responsible for managing the financial activities concerning a diverse client portfolio. You will be the main point of contact for your clients and be responsible for a wide range of administrative and financial tasks.

Your key responsibilities will include:

- Working closely with the Finance team whilst offering guidance to other junior members in the team;
- Client communication on a regular basis and handling various requests in a timely manner;
- Provide client bookkeeping and accounting services to an allocated client portfolio of local and overseas clients;
- Liaising with the clients' auditors and the production of financial statements under IFRS/GAPSME;
- Preparation and filing of both periodic VAT returns and company income tax returns;
- Assistance in preparation and analysis of financial statements;
- Ensuring that statutory deadlines are met.

## Where will you be working?

Trustmoore is a boutique-style corporate service provider. Working at Trustmoore means working in a dynamic company with great colleagues and an international environment. At Trustmoore, we score as a team and our colleagues are on top of their game.

You will be working in one of the most beautiful areas of Malta. Our office is located in the heart of Sliema, easily accessible with public and private transport. You will receive a competitive salary, holiday allowance, 27 vacation days, private health insurance, parking facilities, and international career opportunities in our other offices. You can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular social events with your colleagues;
- Our annual ski trip;
- Interaction with more than 20 international colleagues in Malta and more than 170 colleagues worldwide;
- Daily fresh fruit and weekly team lunches.

## How do you fit in the team?

As a Financial Account Manager, you need to manage ad-hoc activities, next to your intensive client contact and daily work. In this position, you need to prioritize what is important, have a hands-on and independent work mentality and be able to manage deadlines effectively. A helicopter view is required, since you are responsible for the complete financial processes and reporting requirements. You must be proactive, possess good communication skills and must not be afraid to ask questions.

Relevant qualifications for this profile:

- ACCA-qualified or equivalent.
- To be computer literate with an advanced command in MS Office applications, especially MS Excel.
- Preferably a minimum of 2 years' work experience in a similar position.
- Knowledge of use of Xero accounting software will be considered an asset.
- To be self-motivated and able to work both independently and as part of a team.
- Fluent in English (both orally and in writing).
- Personal credibility, integrity and high moral standards.
- To be result-oriented, proactive, responsible, highly meticulous and detail-oriented.

We are looking for a colleague with a professional, hands-on and independent work mentality. Furthermore, having work experience in the corporate services sector is deemed as an advantage.

Do you recognize yourself in this profile? We can't wait to meet you!

If you have any questions about the position or about Trustmoore please contact Abigail Stewart, by email [hr.mlt@trustmoore.com](mailto:hr.mlt@trustmoore.com).

### **About us**

We make success possible. Success for our clients by providing high-quality services, however also success for our colleagues by providing you with personal and professional growth opportunities to help you reach your full potential. Just as we help our clients reach their goals.

The foundation of our success is delivering true value through long term relations. That applies to our clients and colleagues. We're in it for the long run, that creates value for us and for you.

This results in a very personal and informal company culture with a healthy work-life balance.

We are proud of that and we call it being professional in a non-corporate way.

Do you want to learn more about us?

Check our website <https://www.trustmoore.com/careers/>

By sending in your personal details for this job application, you give your consent that those details will be saved in our database for application purposes. After the termination of your application procedure, we will delete your details from our database. Obviously, we will treat your details with care, with confidentiality and we will not share those with third parties.