Job Opening

Position title:	Finance Assistant
Organization:	IMO International Maritime Law Institute
Country:	Malta
Posting period:	6 March 2023 – 27 March 2023
Job opening number:	VN-02-2023
Salary:	Euro 25,000 tax free per annum

ORGANISATION SETTING AND REPORTING

The IMO International Maritime Law Institute (IMLI) was established in Malta in 1988 under an agreement concluded between the International Maritime Organization (IMO) and the Government of Malta. IMLI started its first programme in 1989. Its main purpose was, and remains, to train officers, principally from developing countries, in international maritime law. Over the last three decades, IMLI's work has contributed to the establishment of a cadre of experts in international maritime law who are able to prepare, review and advise on the implementation of maritime laws and regulations.

Under the overall supervision of the Head of Finance and Personnel, the successful candidate will be required to process day-to-day accounting transactions, prepare monthly bank reconciliations and other related reconciliations, create cost analysis reports (fixed and variable costs); support monthly payroll and keep organized records; record accounts payable and accounts receivable; assist with the preparation of VAT returns; compute the pre-payments and accruals for posting in the accounting system; assist in the preparation of management accounts and the annual financial statements; provide administrative support during budget preparation; participate in the Institute's audits; assist in any other financial and personnel matters, as necessary.

QUALIFICATIONS

A university degree in accounting is required. Good knowledge of accounting and bookkeeping procedures and excellent use of Microsoft excel is also required.

WORK EXPERIENCE
At least 2 years of work experience in finance or audit is desirable.

COMPETENCIES
Professionalism: The successful candidate is expected to show integrity, flexibility and pride in work and in achievements; demonstrate attention to detail; demonstrate professional competence and mastery of subject matter; be conscientious and efficient in meeting commitments, observing deadlines and achieving results; be motivated by professional rather

than personal concerns; show perseverance when faced with difficult problems or challenges; remains calm in stressful situations; show commitment to multiculturalism and working with a diverse student body; and contribute to the achievement of the Institute's objectives.

Planning and Organizing: The successful candidate is expected to adjust priorities as required; allocate appropriate amount of time and resources for completing work; use time efficiently; and meet deadlines.

LANGUAGES AND COMPUTER SKILLS
As the Institute's working language is English, excellent oral and written communication skills in English are essential. Good computer skills are essential.

SPECIAL NOTICE
This position is on a full-time basis and is open for an initial period of two years with six months' probation period, with the possibility of renewal.

NO FEE
IMLI DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). IMLI DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

HOW TO APPLY
Applications must be accompanied by (i) a covering letter stating the reasons for applying and relevant experience to the post; (ii) an up-to-date Curriculum Vitae; (iii) two references (referees must send a confidential letter to the attention of the Director to the following e-mail careers@imli.org); and (iv) a photograph. Applications should be sent to the following e-mail address: careers@imli.org. Please state the Vacancy Number VN-02-2023 in the subject line.

Candidates may also send applications to: Director, IMO International Maritime Law Institute, University of Malta Campus, Msida MSD 2080, Malta

Please do not send applications via multiple routes.

Your application will be acknowledged only in the case that you are short-listed for interview.