San Anton School

POST OF ACCOUNTS EXECUTIVE

San Anton School is an equal-opportunity employer. Additionally, it has a zero-tolerance policy towards any form of abuse. The School adheres to S.L. 605.09 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations) in its recruitment process

San Anton School is seeking to recruit an Accounts Executive to be part of the team within the Accounts Department on full-time indefinite basis. The Accounts Executive shall be accountable to the Junior Accountant or delegate.

Eligibility Requirements

By the closing date and time of this call for applications, applicants must:

- Be in possession of at least an A level in Accounts or equivalent MQF level 4 qualification in Accounting or Finance; AND
- Have a minimum three (3) years of accounting experience; AND
- Knowledge of accounting software, preferably Xero; AND
- Proficiency in Microsoft Office applications particularly Excel and Outlook.

Required Competencies

- Strong knowledge of bookkeeping and accounting principles.
- Excellent attention to detail and organizational skills.
- Ability to maintain confidentiality and work with minimal supervision.
- Excellent organization, prioritization and problem-solving skills, attention to detail;
- Cooperative and enthusiastic team player;
- Able to work under pressure and on own initiative.

Post details

The post of Accounts Executive is on an indefinite basis with a one-year probation.

Prior related experience will be taken into consideration for salary purposes.

The Accounts Executive will furthermore be entitled to government bonuses, public holidays and vacation leave. In addition to the vacation leave, the Accounts Executive will also be entitled to part of the school holidays (namely mid-term holidays, one working week during the Christmas holidays) as per school calendar.

The Accounts Executive will be expected to work between 8:00 and 16:15 (including a 15-minute break) during the full day schedule (end of September to May) AND between 8:00 and 13:30 during the half days/summer schedule (June to September).

The successful candidate may be required to undertake additional in-house or external training as a condition of successful conclusion of probationary period.

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Key Responsibilities of the Accounts Executive

- Preparing and maintaining accounting documents and records
- Sales ledger – accurately issuing all the invoices through MySchool to customers and receipting the payments on a daily basis
- Checking completeness of data in MySchool and importation of data to XERO accounting system
- Preparation of periodical debtors' list, chasing debtors re overdue balances and closely monitoring defaulting debtors.
- Purchase Ledger – posting of invoices, reconciliation of ledger against supplier statements, issuing and recording payments in XERO
- Monthly reconciliation of Bank Statements and postings of all bank transactions
- Preparation of bank deposits of cash and cheques and deliver to the bank branch
- Liaising with customers, suppliers and banks
- Issuing Tax Rebate reports and liaising with Tax department
- Issuing quarterly VAT reports and liaising with VAT department
- Processing monthly payroll to the bank
- Monthly submission of CIR FS5, respective payments and posting in accounting system
- Assisting the Accountant/Financial Controller in various applications for government grants
- Assisting the Accountant/Financial Controller on matters as required
- Preparation of various reports as required
- Liaising with administrators on day-to-day transactions, including funds from fundraising activities, customer' queries
- Providing assistance and support to the administration on accounting issues
- Liaising with the Parents Foundation for Education, regarding registration funds and debtors
- Communicating and assisting customers (parents) with daily queries relating to accounts
- Preparing audit file and assist the Accountant/Financial Controller in liaising with auditors
- If the need arises, being ready to change the above duties and take on board the role of Payroll Executive.

Assessment Criteria and Selection Process

The assessment criteria that shall be adopted during the selection process include the following:

- Knowledge of the role;
- Maturity and fitness for purpose;
- Related experience.

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Submission of Applications

Applicants need to submit the below:

- A letter of application detailing the motivation for the application.
- Full CV in Europass format;
- Any other supporting documentation in e-version/scan.

The letter of application along with all accompanying/supporting documents is to be submitted through email on careers@sananton.edu.mt by not later than Monday 16th November 2026. Late applications will not be considered.

Selection Procedure

All applications will be acknowledged, vetted and short-listed. Shortlisted eligible candidates will be requested to attend an interview.