



Account and Payroll Executive

Ref. AccountExecutive_MT_2404
Location: Zejtun, Malta



Overview

Carlo Gavazzi is a known global leader specializing in the design, manufacturing, and marketing of products and networking solutions for the Industrial Automation and Building Automation industries.

We are expanding our Finance team, looking for an **Account and Payroll Executive**, based in Malta, to perform a variety of accounting, bookkeeping and financial tasks.

The main responsibilities include keeping financial records updated and supporting with the day to day administration of the Finance function. This role reports to our Financial Controller.

In addition, this role will drive continuous improvement in the current processes, with the aim of improving quality and timeliness of reporting. This role is for an ambitious and enthusiastic accountant with a flair for numbers and attention to detail.

What does this mean?

- Performing general accounting duties and reconciling various elements of financial statements.
- Providing assistance in accounts payables and accounts receivables, while adhering closely to Group Reporting standards.
- Ensuring compliance with the closing calendar and anticipating month-end processes to ensure smooth and efficient closing procedures.
- Taking charge of payroll administration and assisting in work permit administration (onboarding, disconnection, and compliance) for monthly employees.
- Managing credit and banking relationships, overseeing debtors and creditors.
- Supporting the preparation of financial statements and other periodic statutory reporting.
- Continuously evaluating internal processes and controls to ensure compliance with external obligations.
- Preparing paperwork for the payment of VAT and taxes, as well as month-end closing for the legal entity, and loading into the IFS system.
- Calculating legal entity recharges for review by the Legal Accounting Manager/Supervisor.
- Maintaining fixed asset registers to ensure accuracy and compliance with regulatory requirements.



Requirements

Sounds great! Am I the **Account and Payroll Executive** you are looking for? Let's see:

- Proven 4-5 years work experience as a Financial Accountant or similar role, preferably in the electronics and components industry.
- 'A' level of Accountancy as a minimum.
- Knowledge of local statutory accounting rules.
- Proficiency in MS Office, with advanced skills in Excel, and experience working with ERP systems (IFS Knowledge preferred).
- Methodological approach required and good working papers maintenance essential to provide audit trail.
- Deadline Oriented.
- Number Cruncher and good problem solving skills.
- Strong interpersonal skills, including written and oral communication skills.
- Ability to work independently, and as part of a team.
- Ability to thrive in a fast-paced environment, handle pressure, and adapt to changing priorities.
- Excellent communication skills to collaborate effectively with cross-functional teams and stakeholders.
- Fluent in English and Maltese.

Benefits

Why should you apply?

- You will be joining a team of enthusiastic and passionate colleagues.
- You will be working on the design and development of truly unique products, end-to-end. Yes, you can be an inventor! There is nothing more thrilling than seeing your work out there on the market.
- Carlo Gavazzi is a fast-growing company, so you can grow with us and grow in your area of expertise or interest.
- Experience our global diversity and enterprising spirit while helping us create innovative technologies and a positive impact that helps our customer to grow.
- You will get an attractive salary package with a lot of extra benefits.

And yes, Carlo Gavazzi is an award-winning company! We want to excel in what we do, it's no walk in the park but our hard work pays off.

Interested in finding out more?

Please send your CV to GlobalTalent@carlogavazzi.ch indicating the role as reference you are interested in.

Browse our website (www.gavazziautomation.com) or visit our [LinkedIn page](#)

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