

WANT TO JOIN OUR TEAM?



THE *scout* ASSOCIATION OF MALTA

30th March 2009

The Chief Commissioner is once again seeking to recruit Finance Assistants to join a team of persons who form part of the Finance Committee of the Scout Association.

The role is primarily but not solely to assist the Commissioner for Finance and the persons in the Team with all matters which help ensure particularly the smooth running of the Finance Department with its various responsibilities.

The applicant is required to possess at least a basic understanding of accounting, finance and administration duties (preferably to be qualified in an accounting or a management background); as well as:

- Have obvious numeric and literacy skills
- Have appropriate written and spoken communication skills
- Be computer literate which includes having a good knowledge of Word Processing, PowerPoint, Excel, email and Internet
- Be a real team player
- Be able to follow guidelines.
- Have strong organisational skills
- Be reliable and able to work on own initiative
- Be enthusiastic and possess a willingness to tackle a wide variety of tasks
- Have confidence in liaising with all levels both internally and externally

Applicants are therefore to ensure that they are ready to assist the respective team with the following duties, included but not limited to:

- Administration
- Meet strict deadlines
- Maintenance of records and documents
- Establish and maintain archiving of records
- Financial processing regarding specific services
- Aptitude to engage with Scout Group Treasurers
- Business planning and accounting control in revenues and expenditure
- Exercise the utmost discretion when dealing with all sensitive and confidential information

Interested applicants are to immediately apply by sending a detailed CV by post addressed to the Chief Commissioner. Applications are to reach the Chief Commissioner by not later than Thursday, 30th April 2008. It is to be noted that the interviewing panel reserves the right to ask for references.

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Full Member of the World Organisation of the Scout Movement

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