

**Job vacancy:**  
**ACCOUNTS CLERK**

**Number of available position: 1**

**General information:**

Location: **Paola (Malta)**

Form of employment: **Part time**

Type of contract: **Permanent job**

Minimum monthly salary (Euro): **1000**

**Job description:**

The main duty of the accounts clerk will be to update accounting records on an Accounting System (SAGE system).

**Requirements:**

- ✓ **General requirements:**
  - EU28 + Norway or Iceland citizenships\*
  - Residence in any of the EU28 Member States (outside Malta)
  - Registered on ReActivate/YfEj platform with a complete CV in English
- ✓ **Language knowledge:**
  - English: intermediate
- ✓ **Other specific requirements:**
  - Upper secondary education (ISCED 3)
  - Knowledge of the SAGE program
  - Preferably previous experience



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**Procedure to participate in the selection:**

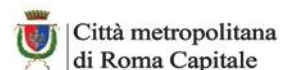
To participate in the selection it is necessary to be registered on YfEj/Reactivate Platform:  
<http://www.yourfirsteuresjob.eu/it/login>

The CV inserted must be written in in English and COMPLETED in all the fields.

Once you are registered and you have COMPLETELY filled in your CV, please **send an email to [jobmobility@cittametropolitanaroma.gov.it](mailto:jobmobility@cittametropolitanaroma.gov.it)** indicating **“Accounts Clerk in Malta”** in the object.

Only candidates registered with a complete CV and responding to the requirements will be contacted for the selection.

***\* Nationals and/or residents in Norway and Iceland are eligible only for YfEj 5.0 (18-35 years old)***



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