



Job Description

Accounts/HR Assistant

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our school.

Reports to:

Primary Role: To Assist the Accounts and HR Departments

Education, Qualifications, Experience

- Ordinary Level of Education: Math, English, Accounts, Maltese, ECDL or Equivalent
- ECDL Advanced Level (desired but not required)
- Diploma in Secretarial Level (MCAST) or equivalent (desired but not required)
- Advanced Level in Accounts (desired but no required)
- Experience working with the public
- Experience or an aptitude to work in Human Resources
- Experience or an aptitude to work in Accounts Department
- Experience or an aptitude to complete required government forms

Skills and Competencies

- English language fluency: speaking, reading, writing, listening
- Effective communication skills: speaking, reading, writing, listening
- Demonstrates superior interpersonal and organizational skills
- Demonstrated ability to use sound judgement
- Effective user of technology as it applies to all VIS applications
- Embraces cultural diversity
- Values collaboration and teamwork
- Flexible, resilient, and the ability to multitask
- Able to contribute to an internationally-minded setting

Human Resources/ Logistics Support.

- Prepare/ facilitate any documentation required for VIS staff as required by local authorities .
- Keep all employee files updates, confidential and accurate
- Maintaining a sound filing system of HR Documentation as per VIS policies and GDPR requirements

Assistance to the Financial Controller

- Posting of Invoices
- Issuing of invoices to customers
- Filing
- Petty cash management
- Purchasing
- Administration duties

Other requirements

- Participate as a member of the Admin Team
- Assisting the HOS and the FC in general admin and logistical duties related to VIS operations.

July 2022