



Career Opportunity

Administrative Assistant

Jobsplus Permit number 132/2025

WHO WE ARE

The Office of the Arbiter for Financial Services is an autonomous and independent body setup in terms of Act XVI of 2016. It has the power to mediate, investigate and adjudicate complaints filed by customers against financial services providers. Further information is available at financialarbiter.org.mt.

We are currently looking to recruit an **Administrative Assistant** as soon as possible.

THE JOB VACANCY

We are seeking a highly organised Administrative Assistant to support our office operations. This role combines general secretarial responsibilities with finance-related tasks, ensuring smooth administrative workflows and accurate financial record-keeping. The ideal candidate will demonstrate excellent multitasking abilities, discretion in handling confidential information, and proficiency in administrative and financial processes. We are open to considering candidates for this position on a reduced-hour basis, although a full-time position is preferred.

KEY RESPONSIBILITIES

Administrative duties:

- Provide general secretarial duties.
- Answer and direct phone calls, respond to email inquiries, and greet visitors.
- Maintain inventory and ensure the office environment is well-organised.
- Handle incoming and outgoing mail.
- Any other administrative and general duties as required.

Finance Duties:

- Process invoices and payroll.
- Maintain accurate digital and physical records of financial transactions.
- Reconcile accounts such as petty cash.
- Support the preparation of FSS filings.

REQUIRED SKILLS & QUALIFICATIONS

- Certification in secretarial studies or a minimum of one-year of work experience in administrative or finance assistant roles.
- Five (5) 'O' levels including English and Maltese.
- Excellent Maltese and English communication skills, both written and verbal.
- ECDL Certification or proof of adequate computer literacy.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Strong organisational skills with attention to detail and accuracy.
- Ability to handle confidential information with integrity.

DESIRED ATTRIBUTES

- Self-motivated with the ability to work independently and as part of a team.
- Strong time management skills to meet deadlines in a fast-paced environment.

THE APPLICATION PROCEDURE EXPLAINED

Applicants who wish to apply for this position are kindly requested to email their CVs to geoffrey.bezzina@asf.mt by no later than 18 March 2025. The subject of the email should include the Jobsplus permit number 132/2025. Prospective candidates will be invited to an interview.

SALARY AND BENEFITS

The Office provides its employees with a competitive salary and private health insurance that includes hospital benefits for their spouses and children who still live in the same household. Additionally, employees who use their vehicles to commute to work can access ample parking spaces near our offices.

EQUAL OPPORTUNITIES

The Office is committed to a policy of equal opportunity in all aspects of employment and will take care to avoid any form of discrimination in its recruitment procedures.

DATA PROTECTION

The Office will ensure that candidates' personal data are processed per the Data Protection Act and that personal data is not processed for any purpose incompatible with the information collected. This applies, in particular, to the confidentiality and security of such data.

Issued on 14 February 2025