



## Job Specification

JOB DETAILS:	
Company:	Alliance Executive Jets Ltd.
Position Title:	Finance Officer
Reports To:	Finance Executive
Department:	Finance
Date:	18 <sup>th</sup> August 2021
Closing Date:	31 <sup>st</sup> August 2021

### THE COMPANY:

AllianceJet, a business jet management company holding an EASA Air Operators Certificate, based in Portomaso Malta has an immediate vacancy for a Finance Officer to join a growing team. Alliancejet forms part of the Alliance Aviation Group which has other holdings in Ireland, Switzerland and the UAE.

### KEY ACCOUNTABILITIES:

- Verify the accuracy of invoices and other applicable accounting documents or records and ensure appropriate level of authorisation and accurate general ledger / cost centre coding
- Verify suppliers' and service providers' accounts by reconciling statements and related transactions.
- Posting of purchases invoices/ credit notes.
- Maintain regular communication with suppliers and service providers.
- Issuing of intercompany sales invoices.
- Handle payments in an organised and timely manner within permitted credit criteria.
- Posting of petty cash and bank transactions.
- Allocation of payments.
- Assist in the preparation of management accounts and provide the month end reporting.



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## QUALIFICATIONS, EXPERIENCE, & SKILLS:

### Minimum Qualifications:

- "A" Level in Accounts or
- Initial stages of ACCA accreditation

### Minimum Experience:

- 2+ years of current experience in a finance department handling multiple currency and medium complexity transactions preferably with some experience in an aviation related business.
- Previous experience using accounting software packages; Sage, Quick Books / MS Dynamics (or equivalent)
- Methodical and accurate approach to tasks
- Ability to work to tight deadlines

### Job-Specific Skills:

- Fluent verbal and written English.
- Proficient in use of Office 365 specifically, Outlook, Excel and Word.

## WORKPLACE:

Alliance Executive Jets Ltd offers a very attractive working environment and conditions of employment.

## APPLICATIONS:

Interested applicants are invited to send their CVs with a covering letter to [hr@alliancejet.com](mailto:hr@alliancejet.com). All applicants who meet the minimum eligibility requirements will receive an acknowledgment.