

3-6 months Internship – Finance/Accountancy and Audit

Company details

Griffiths + Associates has evolved over the years from offering the basic accounting and auditing services, into a one-stop-shop for entities and individuals who require assistance in the diverse business needs. The needs of customers have evolved, and so has the firm.

Services

Today, Griffiths + Associates boast a varied expertise and specialisation across a variegated range of financial, corporate and advisory services, namely:

- Auditing
- Accounting
- Tax Advisory
- Local and Offshore Company Formations and Back Office
- Fiduciary, Trusts and Foundation
- Payroll
- Local and International Bank account opening
- Ship Registration
- Professional Investor Fund Registrations
- Expatriates

Industries and markets

www.griffithsassoc.com

Griffiths + Associates Ltd., Company Registration Number C 58472 VAT Number MT 21038636

Level 1, Casal Naxaro, Labour Avenue, Naxxar NXR 9021, Malta.

T (356) 27 383 631/2 | F (356) 27 383 633 | E info@griffithsassoc.com

A firm authorised to carry out audit work in Malta by the Malta Accountancy Board Reg No. AB/26/84/110

Independent Member Firm of PrimeGlobal

Directors: James N Griffiths FCCA ACIS FIA CPA Peter J Griffiths M.A. (Fin.Serv) B. Acctcy (Hons) AMIT FIA CPA

Our firm, over the years, has expanded its local and foreign client base which has invariably resulted in a wide exposure to various industries and markets.

- Commodities Trading
- Shipping
- Pharmaceutical
- Media and Entertainment
- Language School
- I-Gaming
- High Net Worth Individuals
- Funds
- Estate Planning
- Technology

Team

The team consists of young and talented Certified Public Accountant and Tax advisors from different countries which are divided between 5 departments:

- Audit
- Accounting
- Administration
- Corporate Advisory
- Compliance

Internship in Accounting Department

Job details:

Reporting to the Accounts Manager and working in a dynamic firm of certified public accountants, the candidate would be responsible for:

- Keeping books of account for a series of local and international clients
- Preparing VAT returns and monthly/quarterly Recapitulative Statements

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- Liaising directly with the clients and procuring any information to assist the candidate in fulfilling his/her duties
- Preparing and handling bank payments for a series of international clients, and liaising with the local/international banks to this effect
- Operating and maintaining payroll systems for diverse clients.

The ideal candidate ought to have knowledge in Finance and Accounting and previous experience with international environment in Accounting area. He/she needs to be highly organized, a good team player with good command of English.

Internship in Audit Department

Job details:

Reporting to the Audit Manager and working in a dynamic firm of certified public auditors, the candidate would be responsible for:

- Planning and executing audit assignments with International Standards on Auditing
- Preparing financial statements in accordance with IFRS
- Liaising with clients in a professional manner and providing them with the necessary support services
- The selected candidate shall be responsible for the performance of statutory audits in accordance with International Standards of Auditing and other assurance engagements

The ideal candidate ought to have knowledge in Finance and Accounting and previous experience with international environment in Audit area. He/she needs to be highly organized, a good team player with good command of English.

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To apply

A letter of application together with a detailed CV are to be emailed on marek@griffithsassoc.com

Company support

Griffiths + Associates Ltd does not pay for internship program but will try to help and support in other way:

- Help to book and covered transportation cost
- Help to find good and cheap accommodation
- Get information how to use International Exchange Programs (like Erasmus+ or) to get financial support

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