



57/28, Abate Rigord Street, Ta' Xbiex MALTA

Job Description for the post of Bookkeeper & Admin Officer

Job Title:	Bookkeeper & Admin Officer
Department:	Finance
Location:	BLM offices, Malta
Post holder reports to:	Finance Manager
Reporting to post holder:	n/a
Period job offered:	As per contract
General duties	<p>This full-time role supports three key operational areas of BirdLife Malta: Finance, General Administration, and European Solidarity Corps (ESC) programme delivery.</p> <p>The Bookkeeper & Admin Officer is responsible for the efficient day-to-day running of the organisation's administrative functions, while providing operational support to the Finance Manager through basic bookkeeping and financial administration tasks. A significant part of the role involves the coordination and administration of ESC projects, managing them from application stage through to project closure, including compliance, record-keeping, and reporting.</p>
Main duties:	<p>The work of the Bookkeeper & Admin Officer is categorised in three areas: Administration, Finance and European Solidarity Corps projects. These are in detail included but not limited to this list:</p> <p>Administration & Office Support</p> <ul style="list-style-type: none"> a) Ensure the efficient day-to-day running of the office b) Act as a point of contact for suppliers, members, partners, and other stakeholders c) Maintain accurate administrative records (digital and physical) d) Keep records of staff and project partners' timesheets and progress reports e) Carry out general administrative and ad-hoc office duties <p>Finance & Bookkeeping Support</p> <ul style="list-style-type: none"> a) Track donations, merchandise, and stock b) Issue invoices and monitor receipts c) Process supplier invoices and payments d) Post transactions to accounting ledgers e) Assist the Finance Manager by keying in transactions and maintaining financial records f) Handle bank deposits and withdrawals when required g) Organise financial documentation to support audits

	<p>European Solidarity Corps (ESC)</p> <ul style="list-style-type: none">a) Manage ESC projects from application stage to project closureb) Coordinate participant applications and documentationc) Maintain compliance with ESC rules and timelinesd) Support ESC financial administration and expenditure trackinge) Prepare interim and final narrative and financial reportsf) Act as the main administrative point of contact for ESC matters <p>The Bookkeeper & Admin Officer will report to the Finance Manager.</p>
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