



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 officeb) Act as a point of contact for suppliers, members, partners, and other stakeholdersc) Maintain accurate administrative records (digital and physical)d) Keep records of staff and project partners' timesheets and progress reportse) 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 stockb) Issue invoices and monitor receiptsc) Process supplier invoices and paymentsd) Post transactions to accounting ledgerse) Assist the Finance Manager by keying in transactions and maintaining financial recordsf) Handle bank deposits and withdrawals when requiredg) Organise financial documentation to support audits

European Solidarity Corps (ESC)

- a) Manage ESC projects from application stage to project closure
- b) Coordinate participant applications and documentation
- c) Maintain compliance with ESC rules and timelines
- d) Support ESC financial administration and expenditure tracking
- e) Prepare interim and final narrative and financial reports
- f) Act as the main administrative point of contact for ESC matters

The Bookkeeper & Admin Officer will report to the Finance Manager.