



## **POST OF ADMINISTRATION CLERK**

*San Anton School is an equal-opportunity employer. Additionally, it has a zero-tolerance policy towards any form of abuse. The School adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.*

San Anton School is seeking to recruit an Administration Clerk to perform generic clerical duties which include duties within the Accounts and HR departments as well as in the reception area on an indefinite basis with effect from scholastic year 2022-23. The Administration Clerk shall be answerable to the Chief Financial Officer or Head of HR or their delegate.

### *Eligibility Requirements*

By the closing date and time of this call for applications, applicants must:

- Be proficient in the English and Maltese languages;
- Be in possession of O level standard of education;
- Have at least five (5) years of experience working in an Accounts AND HR office and/or reception area.

Additional qualifications in Accounts and HR will be considered as an asset.

### *Post details*

The post of Administrative Clerk is on an indefinite basis with a one-year probation.

Remuneration package will be commensurate with the qualifications and experience of the chosen candidate.

Successful applicants may be required to undertake additional in-house or external training as a condition of successful conclusion of probationary period.

### *Key Responsibilities of the Administrative Clerk*

Under supervision, performing technical and clerical duties in support of the accounting and human resource functions, to include data entry, report preparation, files and records maintenance, and accessing files and records. Duties will also include the following:

- Prepare bank deposits
- General ledger postings and statements
- Reconcile accounts in a timely manner
- Daily entry key data for financial transactions in database
- Provide assistance and support of the personnel files
- Track, monitor, enter, and update personnel records
- Create and maintain databases as necessary
- Maintain orderly financial filing system
- Assist with other accounting and HR projects as assigned
- Familiarise oneself with accounting and HR software and its functions used on a daily basis



- Assist the Head of HR in the drafting of regular contracts
- Facilitating the compilation of documentation for staff as required locally
- Assist the Head of HR with the maintenance of the training budget records
- Managing the reception area as necessary
- Any other administrative duties as indicated from time to time.

### *Assessment Criteria and Selection Process*

The assessment criteria that shall be adopted during the selection process include the following:

- Knowledge of the role;
- Maturity and fitness for purpose;
- Related experience;
- Additional Qualifications/CPD.

### *Submission of Applications*

Applicants need to submit the below:

- A letter of application detailing the motivation for the application.
- Full CV in Europass format;
- Any other supporting documentation in e-version/scan, including of highest qualifications.

**The letter of application along with all accompanying/supporting documents is to be submitted through email on [vacancies@sananton.edu.mt](mailto:vacancies@sananton.edu.mt) by not later than Monday the 25<sup>th</sup> of July 2022. Late applications will not be considered.**

### *Selection Procedure*

All applications will be acknowledged, vetted and short-listed. Shortlisted eligible candidates will be requested to attend for an interview.