

*Rizzo, Farrugia & Co (Stockbrokers) Ltd is a leading investment and stockbroking firm. We are members of the Malta Stock Exchange and licensed by the MFSA. The company has built a reputation of providing an excellent service and investment advice solely on the basis of investor objectives and requirements.*

*We are looking for a Finance and Administration Executive to join our team on a full-time basis.*

## Finance and Administration Executive

### General duties and responsibilities

- Accounting for and processing client transactions in the company's portfolio management system;
- Performing pre-trading and post-trading administrative duties, including the preparation and submission of daily trade confirmations to clients;
- Handling and managing the company's invoicing system and the processing of payments to the company's service providers;
- Assisting in the processing of corporate actions in an accurate and timely manner;
- Handling of daily banking requirements and ensuring the proper filing of all documents;
- Creation of periodic reports as may be required for compliance, front office and/or senior management purposes;
- Assisting in other areas of the business and assisting in reception duties as may be necessary from time to time;
- Handling of any other necessary day-to-day finance, reporting and administrative duties.

### Candidate credentials

- As a minimum, an 'A' level of education, and/or a diploma related to administration, finance or financial services, including MCAST qualifications;
- Should ideally possess an interest and willingness to learn about the financial services industry. Relevant previous work experience will be considered an asset but is not a must;
- Proficient IT literacy including a good working knowledge of Microsoft Excel and experience in the use of client maintenance / financial software;
- A pro-active and highly organised individual with the ability to work both independently as well as in a collaborative team-oriented environment;
- Must have a professional approach, high integrity and moral standards, well-organised, a good team player, and capable of assuming responsibility for duties assigned to him/her and to meet set timeframes and deadlines.

Application letters and CVs should be sent by email to [hr@rizzofarrugia.com](mailto:hr@rizzofarrugia.com).  
All applications will be treated in strictest confidence.

