

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

- Performing pre-trading and post-trading administrative duties, including the preparation and submission of daily trade confirmations to clients, and daily reconciliations with the MSE;
- Ensuring that all client records in the Company's IT systems are constantly kept updated, both upon client onboarding and for any further updates that may be necessary throughout the client relationship;
- Ensuring that all client documentation is appropriately scanned and stored in the appropriate location in the Company's server, and the physical copies appropriate filed;
- Accounting for and processing client transactions in the company's portfolio management system;
- Submission of transaction reports to the regulator in an accurate and timely manner;
- Handling of LEI (Legal Entity Identifier) applications and renewal requests by our clients;
- 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 administrative, finance, and reporting 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 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 software and/or 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.