



Financial Assistant

Location: Malta

Employment Type: Full-time

Reports to: Director of Administration and Outreach

About the IIJ

The International Institute for Justice and the Rule of Law (IIJ) is an international organisation based in Malta. Our mission is to strengthen criminal justice systems around the world by delivering practical, innovative training on counter-terrorism and the rule of law.

Since opening in 2014, the IIJ has trained more than 11,000 criminal justice professionals—including judges, prosecutors, police officers, and prison officials—through workshops in Malta and internationally. Our programmes support countries across Africa, the Middle East, Central Asia, and Southeast Asia.

To learn more about the IIJ, visit www.theij.org.

About the Role

We are looking for a motivated and detail-oriented **Financial Assistant** to join our Finance team.

This is an excellent opportunity for someone looking to develop their accounting and finance career in an international organisation. You will support the Senior Financial Officer with a variety of accounting and administrative tasks while gaining valuable experience in project budgeting and financial reporting.

Key Responsibilities

As Financial Assistant, you will:

- Process invoices and payments in the accounting system.
- Assist with preparing financial reports for management and donors.
- Support the preparation and monitoring of project budgets.
- Help reconcile bank and accounting records.
- Assist with VAT and other regulatory returns.
- Maintain organised financial records and filing systems.
- Provide general administrative support to the Finance team.
- Carry out other finance or administrative duties as assigned.

What We're Looking For

We encourage you to apply even if you don't meet every requirement, as we value enthusiasm, a willingness to learn, and a positive attitude.

Ideally, you will have:

The International Institute for Justice and the Rule of Law

University of Malta - Valletta Campus, Old University Building, St. Paul Street, Valletta, Malta

T +356 9911 4893

@ info@theij.org

X @ijmalta

X @ijmalta_intl

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- Be studying towards the ACCA qualification or another recognised accounting qualification or be a recent graduate in Accountancy.
- Around one year of experience in an accounting or finance support role (internships or relevant practical experience will also be considered).
- Good written and spoken English.
- Good knowledge of Microsoft Excel.
- Strong organisational skills, attention to detail, and the ability to manage multiple tasks.
- The ability to work both independently and as part of a team.

It would be an advantage if you have experience using accounting software such as Xero or similar systems.

We also value candidates who enjoy working in an international, multicultural environment.

What We Offer

- The opportunity to work in a respected international organisation.
- A supportive and collaborative working environment.
- Opportunities to develop your accounting and finance skills.
- Exposure to international projects and donor-funded programmes.

How to Apply

If you are interested in joining our team, please send your **CV/resume** and a **cover letter** to **hr@theiij.org** with the subject line: **Finance Assistant_2026**

Applications will be reviewed as they are received, and the vacancy will remain open until the position is filled.

Equal Opportunity

The IIJ is an equal opportunity employer. We welcome applications from people of all backgrounds and are committed to creating an inclusive workplace where everyone is treated with fairness and respect.