



**Invest  
yourself**

**in the  
alternative**

alterDomus\*

## **Corporate Services Officer - Malta**

### **ABOUT US**

As a world leading provider of integrated solutions for the alternative investment industry, Alter Domus (meaning "The Other House" in Latin) is proud to be home to 90% of the top 30 asset managers in the private markets, and more than 6,000 professionals across 24 jurisdictions.

With a deep understanding of what it takes to succeed in alternatives, we believe in being different - in what we do, in how we work and most importantly in how we enable and develop our people. Invest yourself in the alternative, and join an organization where you progress on merit, where you can speak openly with whoever you are speaking to, and where you will be supported along whichever path you choose to take.

### **JOB DESCRIPTION:**

As a Corporate Services Officer, you will work within our local Corporate Services Team responsible for a portfolio of local clients and deliverables that include:

- Maintaining company accounting records and preparing periodic management reports (monthly, quarterly or yearly);
- Preparing statutory financial statements (in line with IFRS) and working closely with auditors to assist with audit deliverables;
- Preparing budgets and forecasts and their analysis (where applicable) and assisting in their presentation to the board of directors;
- Compiling corporate tax workings and preparing the income tax return for submission;
- Compiling VAT workings and preparing the VAT returns for submission;
- Maintaining relevant contact with the tax authorities and tax advisers;
- Preparing payments and overseeing the process to make sure that all payment batches have been executed;
- Attending and assisting with the organization of board meetings and shareholders meetings (assistance in preparing the agenda, taking minutes, etc.);
- Handling the day-to-day operations of companies and responding to clients' requests in order to continuously ascertain a high level of customer satisfaction.



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## **YOUR PROFILE**

- You are currently starting or in the process of acquiring an Accounting qualification or possess an Advanced Diploma in Accounting;
- You have very good knowledge of Excel and Word;
- You are fluent in English, any other language will be considered an advantage;
- You have strong organisation skills and meticulous;
- You think outside the box with a high element of pro-activeness;
- You are willing to be part of a fast growing international work environment.

## **Our local benefits also include:**

- Support for professional accreditations such as ACCA and study leave
- Flexible arrangements, plus an additional day off for your birthday!
- Medical Insurance
- Continuous mentoring along your career progression
- Gym membership
- Active sports, events and social committees across our offices
- 24/7 support available from our Employee Assistance Program

## **Equity in every sense of the word**

We are in the business of equity, in every sense of the word. For us, this means taking action to ensure every colleague has equal opportunity, valuing every voice and experience across our organisation, maintaining an inclusive culture where you can bring your whole self to work, and making Alter Domus a workplace where everyone feels they belong.

We celebrate our differences, and understand that our success relies on diverse perspectives and experiences, working towards shared goals and a common purpose. Thanks to the work of our Group DE&I Committee and network of DE&I Champions, we empower all of our people to be truly invested in the alternative.

We are committed to ensuring an inclusive recruiting and onboarding process. Please contact our hiring team if you require any accommodations to make our recruitment process more accessible for you.

(Alter Domus Privacy notice can be reviewed via Alter Domus webpage:  
<https://alterdomus.com/privacy-notice/>)