



## **Financial Architect**

**Reports to:** President/Chief Educator & Co-President/Project Curator

### **About Us**

Established in Malta in 2020, the Malta Human Rights Education Centre aims to be a hub for the dissemination of knowledge on human rights principles and ideals in order to bring human rights closer to the very subjects they deal with.

### **The Role**

As Financial Architect you will play a supportive role in ensuring that financial and related operational processes are maintained and developed, thus supporting the sustainability of MHREC helping the wider team by enabling them to have information in a timely manner and to work in a pleasant and efficient working environment.

### **Duration**

Flexible (minimum 15 hours a month for 6 months)

### **Specific duties**

Reconciling weekly income and payments.

Reconciling weekly bank statements.

Carrying out necessary checks of potential and actual donations as per relevant policies and procedures.

Assisting in the preparation of annual planning and management accounts.

Updating and maintaining Membership records.

Processing of expense claims from volunteers –checking these are correctly completed, and made ready for payment processing.

### **Key Selection Criteria**

#### **Essential:**

High level of computer literacy, preferably with sound skills in Microsoft Office.

Proven ability and experience in a bookkeeping and data entry role.

Initiative in problem solving and recommending solutions to MHREC aims.

Interpersonal skills, with demonstrated strong written and oral communication skills.  
Ability to develop and maintain constructive working relationships at all levels and across diverse groups.  
Proficient communication skills at all levels.  
Experience in working in an hybrid office environment and supporting others as part of a small team.  
An understanding of the principles and ideals of human rights.  
Enthusiasm for working with youth in the non formal education sector.

**Desirable:**

Certificate or undergraduate degree in accounting, business, commerce and/or equivalent.  
Proven experience in fundraising  
An understanding of the principles of voluntary organisations.

**Place of work**

Hybrid (Remote and at offices at the Valletta Volunteer Centre)

**Remuneration**

This is an unpaid voluntary role **however** remuneration opportunities may be available.  
Expenses payment for travel to locations other than offices at the Valletta Volunteer Centre.  
Any direct expenses related to the role will be reimbursed against prior authorisation and receipts

**Join us**

Send your application (CV and cover letter) to [info@maltahrec.com](mailto:info@maltahrec.com) with Subject Ref:  
VAC/02/2022