



## **GOZO VACANCY: Administrative and Financial Officer**

### **Role Purpose**

The Administrative and Financial Officer will provide comprehensive administrative, operational, and financial support to ensure the smooth day-to-day running of the OASI Foundation. The role supports the organisation's long-term goals in line with its mission and ensures compliance with all relevant legislation and internal policies.

### **Key Responsibilities**

#### **Administration & Front Office**

- Manage and maintain official documentation, records, and databases in line with data protection regulations and issue reports for analysis purposes
- Act as first point of contact at reception, welcoming visitors and handling incoming calls professionally
- Manage organisational email accounts and distribute correspondence accordingly
- Take minutes during meetings and assist with report preparation
- Maintain premises, coordinate maintenance, and keep records of works carried out
- Record donations (monetary, in kind, or time) and prepare thank-you correspondence
- Compile and submit monthly reports
- Prepare and maintain rosters as required

#### **Finance & Operations**

- Assist in developing financial goals and budgets aligned with the Foundation's mission
- Monitor and manage financial records including income, donations, petty cash, and purchase orders
- Maintain accurate bank and cash records
- Prepare financial reports (monthly, quarterly, annual) and liaise with direct supervisors
- Manage accounts receivable and payable, reconciliations, and general ledger records
- Monitor stock levels and authorise procurement within approved budgets

### **General Duties**

- Ensure awareness of all operational functions to support smooth organisational operations
- Report complaints immediately to management
- Support internal and external events and activities, including room setup and logistics
- Carry out additional duties as requested by management
- Adhere strictly to the OASI Foundation's Code of Ethics and Data Protection requirements

### **Required Skills & Competencies**

- Strong administrative and organisational skills
- Sound knowledge of financial and accounting processes
- Excellent communication and interpersonal skills
- High level of integrity, discretion, and professionalism
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office and database management
- Additionally, be able to understand, promote and mentor on the philanthropic nature of the organization.
- Salary will be commensurate with experience
- Excellent written and verbal communication skills in both Maltese and English

OASI Foundation, an NGO based in Gozo, is an equal opportunity employer, committed to helping the scourge of addiction through Primary Prevention, Immediate Intervention, and Intensive Therapeutic Rehabilitation.

**Applications, including a covering letter expressing motivation, a personal CV, are to reach Human Resources, OASI Foundation, 5, Wied Sara Street, Victoria VCT2963, Gozo or [hr@oasi.org.mt](mailto:hr@oasi.org.mt) Closing date will be 6th February 2026**