



Haileybury Malta

Accounts Clerk



About Haileybury Malta

It gives me enormous pleasure to welcome you to Haileybury Malta. I am exceptionally proud of our marvellous school, which opened to pupils of 15 different nationalities from Years 3-8 in September 2023. We are currently based at Villa Aspinall, a temporary campus close to the UNESCO World Heritage Site of the Tarxien Temples, whilst we await completion of the restoration of our permanent home in the old Royal Naval Hospital in Mtarfa. From September, 2024, we will accommodate pupils up to Year 10. When fully open, the school will educate pupils aged 3-18 and offer boarding.

Our sister school, Haileybury UK, has supported us in our founding year and will continue to do so as we evolve and expand. We teach a wholly British curriculum which will be followed by the IGCSE courses and, once accredited, the IB Diploma Programme. This path will allow both our local and international students greater flexibility in their choice of university and the country in which they wish to study.

As well as academic excellence, Haileybury Malta pupils learn to manage their own wellbeing and to develop the necessary skills needed in order to lead happy and fulfilling lives. We are a PSB (Pre-Senior Baccalaureate) school and the core skills of Leadership, Collaboration, Thinking and Learning, Independence, Reviewing and Improving, and Communication are embedded throughout our pupils' daily lives. Whilst pastoral support is an area of particular focus, pupils also benefit from opportunities to explore their passions and talents outside of the classroom with a rich co-curricular programme on offer. Our four houses - Angelo, Chambray, Elmo and Rocco - are all named after Maltese forts, and pupils enjoy engaging in regular inter-house competitions.

This is a wonderful opportunity for talented, proactive, dedicated teachers to build on their experience and help shape the future of the school by ensuring that it is a hub of academic excellence and ambition. Living in Malta offers many rewards, with its rich cultural history and presenting a wide range of outdoor activities.

We have a very strong staff team and an exceptionally supportive parent body. Our pupils are a genuine delight to know and nurture. To find out more about how we are turning a vision into a thriving community and hub of innovative learning, please visit [our website](#) and watch our [introductory film](#).

I hope you can sense my excitement and wish to be part of this unique adventure.

Louise Salmond Smith
Founding Head



We are currently recruiting a full time **Accounts Clerk** to join our team.

Duties and Responsibilities

- Preparation of Accounts
- Accounts Receivable and Accounts Payable
- Implementation and monitoring of internal processes
- Liaising with Auditors
- Team Management and Mentoring
- Delegation of accounting tasks to team
- Adhering to stringent deadlines
- Any other duties required for the smooth running of the department.

Job Requirements

- Fully qualified Accountant or at advanced stages of obtaining Accounting qualification.
- At least two years working experience

About You

- Efficient planning, organisational and problem-solving skills
- Meticulous and highly organised
- Ability to work independently and as part of a team
- Capable to work with strict deadlines and under pressure
- Efficient verbal and written communication skills in English

This is a forward-facing role in a school environment that requires daily contact with staff, parents and other stakeholders. The ability to communicate clearly, efficiently, and with empathy, is essential.

The role is currently based in Tarxien, moving to Mtarfa in September 2025.



Haileybury Malta is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with students. Pre-employment checks are made in line with those required in both the UK and Malta, and a Social Media check is made on all shortlisted applicants.

This job description sets out the current duties of the post that may vary from time to without changing the general character of the post of the level of responsibility entailed.

Haileybury Malta is an Equal Opportunities employer.

Please sent your [completed application form](#) and a covering letter to head@haileyburymalta.com.

