

Anness A



Ministeru	<i>Ministeru għall-Intern, is-Sigurta' u x-Xogħol</i>
L-impjeg	<i>Post ta' Manager II (Financial Analysis)</i>

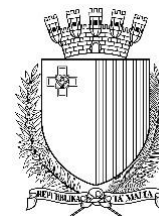
MINISTERU GHALL-INTERN, IS-SIGURTA' U X-XOGHOL
201 TRIQ ID-DEJQA VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

Id-Dmirijiet ta' Manager II (Financial Analysis) huma:

- i. Jgħin lill-Kap tal-FCID fl-implimentazzjoni tal-programm ta' ħidma u jaġixxi bħala punt ta' kuntatt dirett mal-Maniġment fir-rigward tal-operazzjonijiet tal-FCAU, il-prijoritizzazzjoni tal-każijiet, u l-aġġornamenti dwar każijiet speċifiċi filwaqt li jissorvelja l-Maniġers I u l-Assistenti Maniġers;
- ii. Jgħin fl-estrazzjoni tad-dejta mir-rekords finanzjarji, janalizzaha, u jippreżenta s-sejbiet b'mod xieraq;
- iii. Iwettaq riċerka u analiżi forensika biex jiġu rintraċċati l-fondi u jiġu identifikati assi għall-irkupru filwaqt li ihejji rapporti dettaljati tal-kontabilità forensika kif meħtieġ;
- iv. Jipprepara data analitika għal kawżi tal-qorti u jattendi s-sessjonijiet tal-qorti biex jipprovdi evidenza;
- v. Jifhem l-implikazzjonijiet ekonomiċi u legali ta' każijiet assenjati;
- vi. Jattendi laqgħat mal-partijiet interessati rilevanti, kemm lokalment kif ukoll internazzjonalment, kif meħtieġ;
- vii. Jivvjaġġa barra mill-pajjiż għal investigazzjonijiet u taħriġ meħtieġ;
- viii. Jibqa' aġġornat dwar żviluppi finanzjarji u kummerċjali lokali u internazzjonali, inklużi aspetti legali u avvanzi fl-ICT, partikolarment rilevanti għall-qasam finanzjarju;
- ix. Jippromwovi kultura ta' titjib kontinwu filwaqt li tidentifika l-ħtiġijiet ta' taħriġ u tikkoordina t-taħriġ;
- x. Jipprovdi sorveljanza ta' livell għoli tal-attivitajiet kollha tal-kriminalità finanzjarja, filwaqt li jiżgura l-allinjament mal-istrategija u r-rekwiżiti regolatorji filwaqt li timplimenta l-aħjar prattiki;
- xi. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	<i>Ministry for Home Affairs, Security and Employment</i>
Job title	<i>Post of Manager II (Financial Analysis)</i>

MINISTRY FOR HOME AFFAIRS, SECURITY AND
EMPLOYMENT
201, STRAIT STREET, VALLETTA, MALTA

Duties and responsibilities

The Duties of a Manager II (Financial Analysis) are:

- i. Assist the Head of FCID in implementing the work program and act as a direct point of contact with Senior Management regarding FCAU operations, case prioritization, and updates on specific cases whilst supervising Managers I and Assistant Managers;
- ii. Assist in extracting data from financial records, analysing it, and presenting findings appropriately;
- iii. Conduct forensic research and analysis to trace funds and identify assets for recovery whilst preparing detailed forensic accounting reports as needed;
- iv. Prepare analytical data for court cases and attend court sessions to provide evidence;
- v. Understand the wider economic and legal implications of assigned cases;
- vi. Attend meetings with relevant stakeholders, both locally and internationally, as required;
- vii. Travel abroad for investigations and necessary training ;
- viii. Stay updated on local and international financial and commercial developments, including legal aspects and ICT advancements, particularly relevant to the financial field;
- ix. Promote a culture of continuous improvement whilst identifying training needs and coordinate training;
- x. Provide high-level oversight of all financial crime activities, ensuring alignment with strategy and regulatory requirements whilst implementing best practices;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xiii. Any other duties as directed by the Principal Permanent Secretary.