

Anness A

Ministeru	Ministeru għas-Saħħa u Anzjanita' Attiva
L-impjeg	Assistant Manager (Accounting and Fiannce)



MINISTRY for HEALTH and ACTIVE AGEING
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Iwettaq dmirijiet relatati ma' tranzazzjonijiet ta' flus kontanti u ċekkijiet u 'direct debits', u lipproċessar f'waqtu ta' tranzazzjonijiet, verifiki, rekordjar, aġġustamenti, rendikont u rikonċiljazzjoni;
- ii. Jassigura li l-approvazzjonijiet ikunu disponibbli qabel l-ipproċessar ta' tranzazzjonijiet, u li lammont imħallas ikun korrett u skont il-proċedura;
- iii. Jieħu ħsieb b'mod bażiku ż-żamma tal-kotba u jassisti fit-thejjija taż-żamma ta' kontijiet bħalma huma bilanċi tar-reġistru u sottomissjonijiet ohra rilevanti;
- iv. Jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti;
- v. Jassisti fl-ippjanar u l-kontroll ta' baġit taħt superviżjoni, filwaqt li jressaq materji rilevanti għallattenzjoni tal-uffiċjal li jkun qed jagħmel is-superviżjoni kif ikun neċessarju. Dan jinkludi rreviżjonijiet tal-baġits proposti u l-verifika tal-line items u l-infiq kollu biex tiġi żgurata l-eżattezza;
- vi. Jivvaluta, taħt superviżjoni, virements fi ħdan il-voti kif ukoll talbiet għal fondi addizzjonali u lestimi riveduti;
- vii. Jikkontribwixxi għall-iżvilupp ta' implimentazzjoni ta' proġetti inkluzi proċessi ddelegati, u għallidentifikazzjoni ta' titjib tal-proċess għal raġuni ta' simplifikazzjoni, innovazzjoni u valur miżjud;
- viii. Iżomm ruħu aġġornat ma' standards ta' accounting, legiżlazzjoni finanzjarja u politiki tal-Gvern;
- ix. Iżomm ruħu aġġornat ma' sistemi bażiċi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif jintalab jagħmel;
- x. Jikkordina u jipparteċipa f'laqgħat, iżomm il-minuti tal-laqgħat u jara li l-azzjoni meħtieġa titwettaq;
- xi. Jassisti f'ħidmiet ta' kuljum, li jinkludu l-immaniġġjar u d-distribuzzjoni ta' korrispondenza u talbiet għall-informazzjoni, iżomm ir-rekords, kif ukoll l-inputtjar u l-aġġornament ta' informazzjoni bbażata fuq sistemi tal-kompjuter u databases;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha kif jista' jkun meħtieġ;
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Health and Active Ageing
Job title	Assistant Manager (Accounting & Finance)



MINISTRY for HEALTH and ACTIVE AGEING
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Carries out duties related to cash, cheque and direct debit transactions, including the timely processing of transactions, verifications, recording, adjustments, tracking and reconciliation;
- ii. Ensures that approvals are available before processing transactions, that amounts paid are correct and that procedure is followed;
- iii. Deals with basic book keeping and assists in the preparation of accounts, such as ledger balances and other relevant submissions;
- iv. Assists in the compilation of publications and reports;
- v. Assists in budget planning and control under supervision, while bringing relevant matters to the attention of the supervising officer as necessary. This includes reviewing proposed budgets and verifying all line items and expenditures to ensure accuracy;
- vi. Assesses under supervision, virements within the votes as well as requests for additional funding and the revised estimates;
- vii. Contributes to the development of project implementation including delegated processes, and to the identification of process improvements for simplification, innovation and added value;
- viii. Keeps abreast with accounting standards, financial legislation and Government policies;
- ix. Keeps abreast with basic accounting systems, procedures and applications, and follows training as directed;
- x. Coordinates and participates in meetings, takes minutes and follows up on required actions;
- xi. Assists in day-to-day operations, including the management and distribution of correspondence and queries, record keeping, as well as inputting and updating of computer-based information and databases;
- xii. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. Any other duties as directed by the Principal Permanent Secretary;