

Anness A

Ministry:	<i>Ministeru għall-Enerġija, l-Ambjent u R-Rigenerazzjoni tal-Port il-Kbir</i>	 GVERN TA' MALTA MINISTERU GHALL-ENERĠIJA, L-AMBJENT U R-RIGENERAZZJONI TAL- PORT IL-KBIR
Job Title:	<i>Assistant Manager (Accounting and Finance)</i>	
Dmirijiet u Responsabbiltajiet		

- (i) Iwettaq dmirijiet relatati ma' tranżazzjonijiet ta' flus kontanti u ċekkijiet, u l-ipproċessar f'waqtuta' tranżazzjonijiet, verifiki, rekordjar, aġġustamenti, rendikont u rikonċiljazzjoni;
- (ii) Jassigura li l-approvazzjonijiet ikunu disponibbli qabel l-ipproċessar ta' tranżazzjonijiet, u li l-ammont 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 bħalmahuma bilanċi tar-registru u sottomissjonijiet oħra 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 għall-attenzjonital-uffiċjal li jkun qed jagħmel is-superviżjoni kif ikun neċessarju. Dan jinkludi rreviżjonijiettal-baġits proposti u l-verifika tal-line items u l-infiq kollu biex tiġi żgurata l-eżattezza;
- (vi) Jivvaluta, taħt superviżjoni, virements fi hdan il-voti kif ukoll talbiet għal fondi addizzjonali u l-estimiriveduti;
- (vii) Jikkontribwixxi għall-iżvilupp ta' implimentazzjoni ta' proġetti inklużi proċessi ddelegati, u għall-indentifikazzjoni 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 jsegwitahriġ kif jintalab jagħmel;
- (x) Jikkordina u jipparteċipa f'laqgħat, iżomm il-minuti tal-laqgħat u jara li l-azzjoni meħtieġatitwettaq;
- (xi) Jassisti f'ħidmiet ta' kuljum, li jinkludu l-immaniġġjar u d-distribuzzjoni ta' korrispondenza utalbiet għall-informazzjoni, iżomm ir-rekords, kif ukoll l-inputtjar u l-aġġornament ta'informazzjoni bbażata fuq sistemi tal-kompjuter u databases;
- (xii) Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- (xiii) Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- (xiv) Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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Ministry:	<i>Ministry for Energy, the Environment and the Regeneration of the Grand Harbour</i>	 GOVERNMENT OF MALTA MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR
Job Title:	<i>Assistant Manager (Accounting and Finance)</i>	
Duties and Responsibilities		

- (i) Carries out duties related to cash and cheque 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) Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- (xiii) Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- (xiv) Any other duties as directed by the Principal Permanent Secretary.