

## Annex A

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| <b>Ministry</b>  | <i>Ministry for Home Affairs and Security</i>     |
| <b>Job title</b> | <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 tasks, which the superior may delegate to him/her, as may be required;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Any other duties as directed by the Principal Permanent Secretary.



## Anness A

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| Ministeru | <i>Ministeru għall-Intern u s-Sigurta'</i>        |
| L-impjeg  | <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'waqt ta' tranżazzjonijiet, verifiki, rekordjar, aġġustamenti, rendikont u rikonċiljazzjoni;
- ii. Jassigura li l-approvazzjonijiet ikunu disponibbli qabel l-ipproċessar ta' tranżazzjonijiet, u li l-ammont imhallas ikun korrett u skont il-proċedura;
- iii. Jieħu ħsieb b'mod bażiku ż-żamma tal-kotba u jassisti fit-tnejja taż-żamma ta' kontijiet bħalma huma bilanċi tar-registru u sottomissjonijiet ohra rilevanti.
- iv. Jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti;
- v. Jassisti fl-ippjanar u l-kontroll ta' baġit taht superviżjoni, filwaqt li jressaq materji rilevanti għall-attenzjoni tal-ufficjal li jkun qed jagħmel is-superviżjoni kif ikun neċessarju. Dan jinkludi r-reviżjonijiet tal-baġits proposti u l-verifika tal-line items u l-infiq kollu biex tigi żgurata l-eżattezza;
- vi. Jivvaluta, taht superviżjoni, virements fi ħdan il-voti kif ukoll talbiet għal fondi addizzjonali u l-estimi riveduti;
- 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. Izomm ruħu aġġornat ma' standards ta' accounting, legiżlazzjoni finanzjarja u politiki tal-Gvern;
- ix. Izomm 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. Dmirijiet ohra kif ikun meħtieġ mis-superjur/i tiegħu;
- xiii. Iwettaq dmirijiet ohra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

