

Anness A

Ministeru	Ministeru għall-Akkomodazzjoni u Artijiet
L-impjieg	Senior Manager (Accounting and Finance)



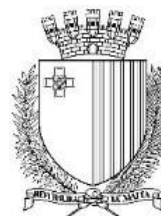
MINISTERU GĦALL-AKKOMODAZZJONI U ARTIJET
PALAZZO LUCIA, MERCHANT STREET VALLETTA

Dmirijiet u responsabbiltajiet

- I. Jiżgura tqassim ta' fondi, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji skond ir-regoli;
- II. Jiżgura li l-għbir ta' dhul isir fil-hin u li jinżammu accounts xierqa tagħhom u li t-tranzazzjonijiet kollha jiġu effettwati fiż-żmien stabbilit;
- III. Jiżgura li t-trasferimenti ta' flus li jtejbju l-cashflow tal-Gvern, kif ukoll rapportaġġ ta' kontabbiltà proġettat jew attwali, isiru fi żmien xieraq;
- IV. Jikkompila l-Business and Financial Plan u jiżgura l-ippjanar u l-kontroll tal-baġit;
- V. Jiżgura l-eżattezza u r-rilevanza tal-istatistika, tal-projezzjonijiet u tar-rapportari finanzjarji, inklużi rapporti interni, nazzjonali u internazzjonali.
- VI. Imexxi analiżi finanzjarja u ta' accounting fid-dettall, evalwazzjoni u valutazzjoni ta' proċessi u tal-proċessi kummerċjali, ifassal rakkomandazzjonijiet infurmati u pjanijiet ta' azzjoni;
- VII. Jiżgura konformità mal-leġiżlazzjoni, ir-regolamenti finanzjarji, il-kontrolli interni u l-politiki tal-Gvern, u jimplimenta mekkaniżmi ta' monitoraġġ meħtieġa.
- VIII. Jirrevedi, jifformula u jaġġorna l-politiki, il-proċessi u l-proċeduri finanzjarji kif meħtieġ, filwaqt li jibqa' aġġornat dwar standards kontabbli u sistemi finanzjarji.
- IX. Jissorvelja u jikkordina l-kwistjonijiet relatati max-xiri pubbliku fi ħdan id-Dipartiment, biex jiġi żgurat li jiġu osservati r-regolamenti tax-xiri pubbliku;
- X. Jiżgura li d-dokumentazzjoni tax-xiri pubbliku tkun eżamina u vverifikata kif suppost f'konformità mar-Regolamenti tax-xiri Pubbliku, qabel ma jinkisbu l-approvazzjonijiet, biex jiġi żgurat proċess ta' akkwist bla xkiel;
- XI. Jissorvelja l-attivitajiet tax-xiri pubbliku biex jiżgura li jkun hemm konformità mal-politika tal-Akkwist Pubbliku Ekoloġiku (Green Public Procurement) u r-Regolamenti Ġenerali dwar il-Protezzjoni tad-Data (GDPR) u l-linji gwida kollha tal-Gvern.
- XII. Jirrevedi t-talbiet għall-prokura, kwotazzjonijiet, tenders u evalwazzjonijiet, u jiżgura trasparenza u valur għall-flus.
- XIII. Jiżgura li l-obbligi, il-kunsinni u l-iskadenzi tal-kuntratti u l-prestazzjoni tal-fornituri jiġu rispettati;
- XIV. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- XV. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- XVI. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Accommodation and Lands
Job Title	Senior Manager (Accounting and Finance)



MINISTRY FOR ACCOMMODATION AND LANDS
PALAZZO LUCIA, MERCHANT STREET
VALLETTA

Duties and responsibilities

- I. Oversees the proper use, monitoring and control of financial resources to ensure that public funds are fully accounted for and managed according to regulations.
- II. Ensures timely revenue collection, accurate accounting of all transactions, and adherence to established financial timeframes.
- III. Manages cashflow processes, including transfers that optimise Government cashflow and preparation of projected or actual cashflow reports.
- IV. Compiles the Business and Financial plan and ensure budget planning and control;
- V. Ensures accuracy and relevance of statistical data, projections, and financial reporting, including internal, national and international reports.
- VI. Conducts financial and accounting analysis, evaluates policies and business processes, and provides evidence-based recommendations and action plans.
- VII. Ensures compliance with legislation, financial regulations, internal controls, and Government policies, and implements necessary monitoring mechanisms.
- VIII. Reviews, formulates and updates financial policies, processes and procedures as required, while keeping abreast of accounting standards and systems.
- IX. Oversees and coordinates procurement related matters within the Department, ensuring compliance with the Public Procurement Regulations;
- X. Ensures that the Procurement documentation is properly screened and vetted in line with the Public Procurement Regulations, ahead of obtaining approvals, to ensure a smooth procurement process;
- XI. Monitors Procurement activities to ensure compliance with Green Public Procurement policy and General Data Protection Regulations (GDPR) and other Public Procurement Guidelines;
- XII. Reviews requests for procurement, quotations, tender and evaluations and ensures transparency and value for money;
- XIII. Ensures that the obligations, deliverables and deadlines and the suppliers' performance are in line;
- XIV. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- XV. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- XVI. Performs any other duties as directed by the Principal Permanent Secretary.