

Anness A

Ministeru	Ministeru għal Fondi Ewropej, id-Djalogu Soċjali u l-Protezzjoni tal-Konsumatur
L-impjeg	Assistant Manager (Accounting and Finance)



MINISTERUGĦALL-FONDI EWROPEJ,
ID-DJALOGU SOĊJALI U L-PROTEZZJONI
TAL-KONSUMATUR

Dmirijiet u Responsabbiltajiet

- i. Iwettaq dmirijiet relatati ma' tranżazzjonijiet ta' flus kontanti u ċekkijiet, u l-ipproċessar f'waqtu ta' 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-tnejn ta' iż-żamma ta' kontijiet bħalma huma bilanċi tar-reġistru u sottomissjonijiet oħra rilevanti;
- iv. Jassisti fil-kompilazzjoni ta' pubblikazzjonijiet u rapporti;
- v. Jassisti fl-ippjanar u l-kontroll ta' baġit taħt superviżjoni, filwaqt li jressaq materji rilevanti għall-attenzjoni tal-uffiċjal 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 tiġi żgurata l-eżattezza;
- vi. Jivvaluta, taħt 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-identifikazzjoni ta' titjib tal-proċess għal raġuni ta' simplifikazzjoni, innovazzjoni u valur miżjud;
- viii. Iżomm ruħu aġġornat ma' standards ta' accounting, leġiżlazzjoni finanzjarja u politiki tal-Gvern;
- ix. Iżomm ruħu aġġornat ma' sistemi bażiċi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi tahrig kif jintalab jagħmel;
- x. Jikkoordina 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. Iwettaq kompiti oħra li, minn żmien għal żmien, jistgħu jiġu assenjati mid-Direttur Ġenerali (DIER), u mis-Segretarju Permanenti; u
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for European Funds, Social Dialogue and Consumer Protection
Job title	Assistant Manager (Accounting and Finance)



MINISTRY FOR EUROPEAN FUNDS, SOCIAL
DIALOGUE AND CONSUMER PROTECTION

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, the amounts paid are correct and that the 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 the inputting and updating of computer-based information and databases;
- xii. Carries out other tasks that may, from time to time, be assigned by the Director General (DIER) and, by the Permanent Secretary; and
- xiii. Any other duties as directed by the Principal Permanent Secretary.