

Anness A



Ministeru	<i>Ministeru għall-Arti, Kultura u Wirt Nazzjonali</i>
L-impjeg	<i>Manager II (Accounting and Finance)</i>

MINISTERU GĦALL-ARTI, KULTURA U WIRT NAZZJONALI
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL- BELT VALLETTA, MALTA

Dmirijiet u Responsabbiltajiet

- i. Responsabbli għat-tqassim xieraq ta' fondi, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji u l-finanzjamenti allokat lill-Ministeri, permezz ta' mekkaniżmi varji, b'relazzjoni mas-Servizz Pubbliku u s-Settur Pubbliku;
- ii. Jassigura li kull għbir ta' dħul u arretrati ta' dħul ikunu massimizzati u li jinżammu accounts xierqa;
- iii. Jassigura li trasferimenti ta' flejjes li għandhom itejbu kemm jistgħu l-cashflow tal-Gvern, flimkien ma' rapportaġġ ta' cashflow ippjanat jew attwali, jitwettqu fi żmien xieraq;
- iv. Janalizza talbiet għat-trasferiment ta' fondi u proposti ta' nfiq li jitfaċċaw waqt is-sena finanzjarja, u jawtorizza kull tranżazzjoni kif ikun mitlub;
- v. Responsabbli għal-ledger ġenerali, sub-ledgers u rikonċiljazzjonijiet, kif ukoll assi u inventarji tal-Ministeru jew id-Dipartiment rispettiv;
- vi. Responsabbli għaž-żamma xierqa ta' tranżazzjonijiet, il-kompilazzjoni korretta ta' data ta' statistika u tbassir u projezzjonijiet, u l-identifikazzjoni ta' xejriet godda fid-data;
- vii. Jassigura li l-leġiżlazzjoni, regolamenti, politiki u proċeduri stabbiliti ta' kontroll intern jinżammu u li jiġi implimentat kif xieraq monitoraġġ fil-proċessi kollha assenjati;
- viii. Jikkontribwixxi għal allokkazzjoni tal-baġit u tbassir tad-dħul, ippjanar u l-kontroll ta' baġit, inkluż il-kontribuzzjoni fil-kompilazzjoni tal-Business and Financial Plan;
- ix. Jagħti pariri dwar varjazzjonijiet minn miri finanzjarji miftiehma, stimi u allokkazzjonijiet baġitarji u jipprovdi kontribut fir-rapport ta' Stim Riveduti ta' kull xahar;
- x. Jikkontribwixxi u jassisti fil-kompilazzjoni ta' pubblikazzjonijiet u rapporti varji;
- xi. Iżomm ruħu aġġornat ma' standards ta' accounts, leġiżlazzjoni finanzjarja, politiki tal-gvern, sistemi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif ikun mitlub;
- xii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub jagħmel;
- xiii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiv. Kwalunkwe dmir ieħor skont kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



MINISTRY FOR ARTS, CULTURE AND NATIONAL HERITAGE
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL-BELT VALLETTA, MALTA

Ministry	<i>Ministry for Arts, Culture and National Heritage</i>
Job title	<i>Manager II (Accounting and Finance)</i>

Duties and Responsibilities

- i. Responsible for the proper disbursement, monitoring, evaluation and control of financial resources and funding allocated to Ministries, through various mechanisms, in relation to the Public Service and Public Sector;
- ii. Ensures that any collection of revenue and arrears of revenue are maximised and that proper accounts thereof are kept;
- iii. Ensures that transfers of monies which optimise Government cashflow, as well as projected or actual cash flow reporting, are carried out in a timely manner;
- iv. Analyses requests for the virement of funds and expenditure proposals which arise during the financial year, authorising any transaction as directed;
- v. Responsible for the general ledger, sub-ledgers and reconciliations, as well as assets and inventories of the respective Ministry or Department;
- vi. Responsible for the proper recording of transactions, the correct compilation of statistical data and projections and the identification of trends in data;
- vii. Ensures that legislation, regulation, policies and established internal control procedures are adhered to and that monitoring is properly implemented in all processes assigned;
- viii. Contributes to budget allocations and revenue forecasts, planning and control, including contributing in the compilation of the Business and Financial Plan;
- ix. Advising on variances from agreed financial targets, estimates and budgetary allocations and provide input on the monthly Revised Estimates reports;
- x. Contributes to and assists in the compilation of various publications and reports;
- xi. Keeps abreast with accounting standards, financial legislation, Government policies, accounting systems, procedures and applications, and following training as directed;
- xii. Contributes towards the formulation and updating of policies of a financial nature as directed;
- 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.