

Anness A

Ministeru	Office of the Deputy Prime Minister and Ministry for Health
L-impjeg	Senior Manager (Accounting and Finance)



OFFICE of the DEPUTY PRIME MINISTER and MINISTRY for HEALTH
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jiżguraw tqassim ta' fondi kif għandu jkun, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji u jiżguraw rendikont tal-fondi pubbliċi;
- ii. Joħorġu approvazzjonijiet għat-trasferimenti ta' fondi, proposti ta' tranches u ta' nfiq li jqumu matul is-sena finanzjarja skont ir-regolamenti eżistenti;
- iii. Jiżguraw l-massimizzazzjoni tal-ġbir ta' dhul u li jinżammu accounts xierqa tagħhom u li ttranzazzjonijiet kollha jiġu effettwati skont qafas fiż-żmien stabbilit;
- iv. Jiżguraw li t-trasferimenti ta' flus li jtejbju l-cashflow tal-Gvern, kif ukoll rapportaġġ ta' kontabbiltà proġettat jew attwali, isiru fi żmien xieraq;
- v. Jikkompilaw l-Business and Financial Plan u jiżguraw l-ippjanar u l-kontroll tal-baġit;
- vi. Jassiguraw li data ta' statistika u proġezzjonijiet ikunu korretti u rilevanti;
- vii. Jaħdmu fuq pubblikazzjonijiet u rapporti varji, li jistgħu joriġinaw minn htigiet interni, nazzjonali jew internazzjonali;
- viii. Imexxu analiżi finanzjarja u ta' accounting fid-dettall, evalwazzjoni u valutazzjoni ta' proċessi u tal-proċessi kummerċjali, ifasslu rakkomandazzjonijiet infurmati u pjanijiet ta' azzjoni;
- ix. Jassiguraw li leġizlazzjoni, regolazzjoni, politiki u proċeduri ta' kontroll intern jiġu osservati u li l-monitoraġġ jiġi implimentat kif xieraq;
- x. Jiformolaw u jaġġornaw politiki, proċessi u proċeduri ta' natura finanzjarja kif ikunu mitlubin jaġġmlu;
- xi. Izommu ruħhom aġġornati ma' standards ta' accounts, leġizlazzjoni finanzjarja u politiki tal-Gvern, sistemi ta' accounting, proċeduri u applikazzjonijiet, u jseguw tahrig kif ikunu mitlubin;
- xii. Iwettqu kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilhom, kif jista' jkun meħtieġ;
- xiii. Jwettaq kull xogħol ieħor, li s-superjur jista' jiddelega lilu/lilha, kif ikun meħtieġ;
- xiv. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni

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Duties and responsibilities

- i. Ensure the proper disbursement, monitoring, evaluation and control of financial resources and that public monies are accounted for;
- ii. Issue approvals for the virement of funds, tranches and expenditure proposals which arise during the financial year in line with prevailing regulations;
- iii. iEnsure the maximisation of revenue collection and that proper accounts are kept thereof, and that all transactions are effected within established timeframes;
- iv. Ensure that transfers of monies which optimise Government cashflow, as well as projected or actual cashflow reporting, are carried out in a timely manner;
- v. Compile the Business and Financial plan and ensure budget planning and control;
- vi. Ensure that statistical data and projections are accurate and relevant;
- vii. Compile various publications and reports, which may stem from internal, national or international requirements;
- viii. Conduct detailed financial and accounting analysis, evaluation and appraisal of policies and business processes, formulate informed recommendations and action plans;
- ix. Ensure that legislation, regulation, policies and internal control procedures are adhered to and that monitoring is properly implemented;
- x. Formulate and update policies, processes and procedures of a financial nature as directed;
- xi. Keep abreast with accounting standards, financial legislation and Government policies, accounting systems, procedures and applications, and following training as directed;
- xii. xii. Undertake any other tasks which the superior may delegate to them, as may be required;
- 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.