Anness A

Ministeru	Ministeru għall-Gvern Lokali u x-Xogħlijiet Pubbliċi
L-impjieg	Manager I

MINISTERU GĦALL-GVERN LOKALI U X-XOGĦLIJIET PUBBLIĊI

BLOKK A, TRIQ FRANCESCO BUONAMICI, Il-FURJANA, FRN 1700 MALTA

Dmirijiet u responsabbiltajiet

i. Jassisti fl-ipproċċessar preċiż u f'waqtu ta' ħidmiet fil-qasam finanzarju, bħal l-irrikkordjar, ir-rintraċċar u r-rikonċiljazzjoni ta' tranżazzjonijiet;

ii. Jiżgura li r-rekords u d-dokumenti relevanti jinżammu f'konformità mal-proċeduri u l-linji gwida stabbiliti filwaqt li jżomm ruħu aġġornat ma' politiki tal-Gvern u regolamenti kif mitlub;

iii. Jassisti f'eżerċizzji regolari li jwasslu għall-korrettezza ta' żamma bażika ta' dokumenti ta' accounts, bħal proċessi bankarji ta' rikonċiljazzjoni tal-Kont Pubbliku, below-the-line u voti, u jassisti fl-evalwazzjoni wkoll tal-virements fi ħdan il-voti kif ukoll it-talbiet għal finanzjament addizzjonali;

iv. Jiżgura l-implimentazzjoni u l-infurzar ta' leġiżlazzjoni, politiki, direzzjonijiet, proċeduri u linji gwida f'Dipartiment jew Ministeru partikolari jew mal-Gvern;

v. Jikkordina proċessi varji fi ħdan is-sezzjoni tal-Accounts, kif neċessarju u mitlub mis-superjuri tiegħu/tagħha u/jew id-Direttur, tal-Immaniġġjar tal-Finanzi;

vi. Jikkontribwixxi għall-ippjanar u l-kontroll ta' baġit, u fil-kumpilazzjoni tal-Business and Financial plan;

vii. Jiżviluppa pjanijiet ta' ħidma, jissetja kompiti u skadenzi għal proġetti assenjati lilu bħall-immaniġġjar tal-Inventarju;

viii. Jikkordina u jassisti fl-Operat u l-loġistika tal-provista fl-imħazen tad-Diviżjoni;

ix. Jirrappreżenta lid-Dipartiment jew lill-Ministeru f'laqgħat u konferenzi, kemm lokali kif ukoll internazzjonali, u jipparteċipa fi gruppi ta' ħidma kif ikun mitlub;

x. Jikkontribwixxi u jassisti fil-kumpilazzjoni ta' rapporti varji u jassigura li dawn jintbagħtu fil- ħin stipulat;

xi. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub minnu;

xii. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu kif jista' jkun meħtieġ;

xiii. Iwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Local Government and Public Works
Job Title	Manager I

MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS
BLOCK A, FRANCESCO BUONAMICI STREET, FLORIANA FRN1700, MALTA

Duties and responsibilities

i. Assists in the timely and accurate processing of financial related tasks, such as recording, tracking and reconciliation of transactions;

ii. Ensures records and relevant documents are maintained in compliance with accepted policies and procedures whilst keeping abreast with policies and regulations as directed;

iii. Assists in regular exercises leading to the correctness of basic accounting documents, including bank reconciliation processes of the Public Account, below-the-line accounts and votes, and assisting in the assessment of virements within votes as well as requests for additional funding;

iv. Ensures the implementation and enforcement of legislation, policies, directions, procedures and guidelines in a particular Department or Ministry or across Government;

v. Coordinates various processes within the accounts unit, as necessary and requested by his/her superiors and/or Director, Financial Management;

vi. Contributes to Budget planning and control, and the compilation of the Business and Financial plan;

vii. Develops work plans, setting of tasks and deadlines for any assigned projects such as Inventory Management;

viii. Coordinates and assists in the operations and supply logistics of the Stores within the Division's remit.

ix. Represents the Department or Ministry in meetings and conferences, both locally and abroad and participating in working groups as required;

x. Contributes to and assists in the compilation of various reports and ensures delivery by the agreed deadlines;

xi. Contributes towards the formulation and updating of policies of a financial nature as directed;

xii. Undertakes any other tasks, which the superior may delegate to him, as may be required; and

xiii. Undertakes any other duties as directed by the Principal Permanent Secretary.