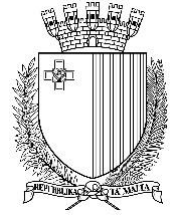


Anness A



UFFIĊĊJU TAL-PRIM MINISTRU
BERĠA TA' KASTILJA, VALLETTA, MALTA

Ministeru	Uffiċċju tal-Prim Ministru
L-Impjeg	Manager I (Accounting and Finance)

Dmirijiet u responsabbiltajiet

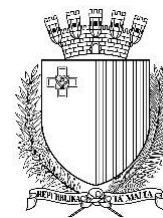
- i. Responsabbli għall-iproċessar f'waqtu ta' tranzazzjonijiet fiskali u finanzjarji, verifiki, rekordjar, rendikonti u rikonċiljazzjoni;
- ii. Responsabbli għall-korrettezza ta' żamma bażika ta' kotba u dokumenti oħrajn ta' accounts u t-twertiq ta' xogħol rigward il-proċess bankarju ta' rikonċiljazzjoni tal-Kont Pubbliku;
- iii. Responsabbli għall-implimentazzjoni u l-infurzar ta' leġiżlazzjoni, politiki, direzzjonijiet, proċeduri u linji gwida fid-Dipartiment tar-Relazzjonijiet Industrijali u tal-Impjeg jew Ministeru jew mal-Gvern;
- iv. Responsabbli għall-manutenzjoni u l-kontroll tal-kontijiet, bħalma huma kontijiet below- the- line u voti u jevalwa wkoll il-virements fi ħdan il-voti kif ukoll it-talbiet għal finanzjament addizzjonali;
- v. Jikkordina r-rilaxx ta' fondi permezz ta' mekkaniżmi varji u l-gbir ta' dħul finanzjarju, japprova tranzazzjonijiet kif ikun ordnat, jirrevedi management accounts, stqarrijiet ta' likwidità u rapporti finanzjarji oħra bħala parti mill-proċess;
- vi. Jikkontribwixxi għall-ippjanar u l-kontroll ta' baġit, u fil-kumpilazzjoni tal-Business and Financial plan;
- vii. Jivvaluta l-allokkazzjonijiet baġitarji u t-tbassir tad-dħul fl-Estimi Finanzjarji tal-Gvern, kemm għas-sena ta' wara kif ukoll fuq bażi ta' Business and Financial plan ta' tliet snin, u l-monitoraġġ kontinwu tagħhom matul is-sena;
- viii. Jagħti kontribut fl-interpretazzjoni tal-accounts finali u jipparteċipa fl-analiżi u r- reviżjonijiet tal-valur għall-flus;
- ix. Jirrappreżenta lid-Dipartiment tar-Relazzjonijiet Industrijali u tal-Impjeg jew lill- Ministeru f'laqgħat u konferenzi, kemm lokali kif ukoll internazzjonali, u jipparteċipa fi gruppi ta' hidma kif ikun mitlub;
- x. Jikkontribwixxi u jassisti fil-kumpilazzjoni ta' rapporti varji;

Uffiċċju tal-Prim Ministru

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- xi. Iżomm ruħu aġġornat ma' standards ta' accounts, legiżlazzjoni finanzjarja u politiki tal- Gvern kif mitlub;
- xii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub minnu;
- xiii. Dmirijiet oħra kif ikun meħtieġ mis-superjur/i tiegħu; u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE, VALLETTA, MALTA

Ministry	Office of the Prime Minister
Job Title	Manager I (Accounting and Finance)

Duties and responsibilities

- i. Responsible for the timely and correct processing of fiscal and financial transactions, verifications, recording, tracking and reconciliation;
- ii. Responsible for the correctness of basic bookkeeping and other accounting documents, including performing work on the bank reconciliation process of the Public Account;
- iii. Responsible for the implementation and enforcement of legislation, policies, directions, procedures and guidelines in the Department of Industrial and Employment Relations or Ministry or across Government;
- iv. Responsible for the maintenance and control of accounts, such as below-the-line accounts and votes, assessing virements within votes as well as requests for additional funding;
- v. Coordinates the release of funds through various mechanisms and the collection of revenue, approving transactions as directed, reviewing management accounts, cashflow statements and other financial reports as part of the process;
- vi. Contributes to Budget planning and control, and the compilation of the Business and Financial plan;
- vii. Assesses budgetary allocations and revenue forecasts in the Financial Estimates of Government, both for the following year and on the basis of a three-year Business and Financial plan, and their continuous monitoring during the course of the year;
- viii. Contributes towards the interpretation of final accounts and participating in value for money analysis and reviews;
- ix. Represents the Department of Industrial and Employment Relations 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;

Office of the Prime Minister

Office of the Prime Minister, Auberge de Castille, Valletta
Telephone : 2200-0000

- xi. Keeps abreast with accounting standards, financial legislation, Government policies as directed;
- xii. Contributes towards the formulation and updating of policies of a financial nature as directed;
- xiii. Carrying out any other work as directed by his/her superior; and
- xiv. Any other duties as directed by the Principal Permanent Secretary.