

Anness A



Ministeru	Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ
L-impjeg	Manager II (Accounting and Finance)

MINISTERU GĦALL-AFFARIJJIET BARRANIN U EWROPEJ U L-KUMMERĊ
PALAZZO PARISIO, TRIQ IL-MERKANTI, VALLETTA, MALTA

Dmirijiet u Responsabbiltajiet

- i. Responsabbli għat-tqassim xieraq ta' fondi, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji u l-finanzjamenti allokatil 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 rikonciljazzjonijiet, kif ukoll assi u inventarji tal-Ministeru jew id-Dipartiment rispettiv;
- vi. Responsabbli għaż-żamma xierqa ta' tranżazzjonijiet, il-kumpilazzjoni 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-kumpilazzjoni tal-Business and Financial Plan;
- ix. Jagħti pariri dwar varjazzjonijiet minn miri finanzjarji miftiehma, stimi u allokkazzjonijiet baġitarji u jipprovdi kontribut fir-rapport ta' Stimu Riveduti ta' kull xahar;
- x. Jikkontribwixxi u jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti varji;
- xi. Izomm 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. Iwettaq dmirijiet ohra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Direttorat tas-Servizzi Korporattivi

Ministeru għall-Affarijiet Barranin u Ewropej u l-Kummerċ, 331, Allied House, Triq San Pawl, Valletta
Email: recruitment.mfet@gov.mt

Annex A

Ministry	Ministry for Foreign and European Affairs and Trade
Job title	Manager II (Accounting and Finance)



MINISTRY FOR FOREIGN AND EUROPEAN AFFAIRS AND TRADE
PALAZZO PARISIO, MERCHANTS STREET, VALLETTA, MALTA

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 duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Principal Permanent Secretary.

Corporate Services Directorate

Ministry for Foreign and European Affairs and Trade, Allied House, 331, St. Paul Street, Valletta
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