

Annex A

Ministry	Ministry for Active Ageing
Job title	Manager II (Accounting and Finance)



Ministry for Active Ageing
46, Level 5, Palazzo Spinola, St. Christopher Street, Valletta, VLT
1464

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.

Anness A

Ministeru	Ministeru għall-Anzjanita` Attiva
L-impjeg	Manager II (Accounting and Finance)



Ministeru Għall- Anzjanita' Attiva
46, Level 5, Palazzo Spinola, St. Christopher Street, Valletta,

Dmirijiet u Responsabbiltajiet

VLT 1464

- i. Responsabbli għat-tqassim xieraq ta`fondi, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji u l-finanzjamenti allokatu lill-Ministeri, permezz ta` mekkaniżmi varji, b`relazzjoni mas-Servizz Pubbliku u s-Settur Pubbliku;
- ii. Jassigura li kull ġbir 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 zmien xieraq;
- iv. Janlizza 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 generali, sub-ledgers u rikonċiljazzjonijiet, kif ukoll assi u inventarji tal-Ministeru jew id-Dipartiment rispettiv;
- vi. Responsabbli għaž-żamma xierqa ta` tranżazzjonijiet, il-kumpilazzjoni korretta ta` data ta` statistika u tbassir u projezzjonijiet, u l-identifikazzjoni ta` xejriet ġodda fid-data;
- vii. Jassigura li 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-dhul, ippjanar u l-kontroll ta` baġit, inkluż il-kontribuzzjoni fil-kumpilazzjoni tal-Business and Financial Plan;
- ix. Jagħti parir 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 rapport varji;
- xi. Izomm ruħu aġġornat ma` standards ta` accounts, leġiżlazzjoni finanzjarja, politiki tal-gvern, sistemi ta` accounting, proċeduri u applikazzjonijiet, u jsegwi tahrig kif ikun mitlub;
- xii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta` politiki ta` natura finanzjarja kif ikun mitlub jagħmel;
- xiii. Kwalunkwe kompetitu iehor li s-superjur jista` jiddelega lilu/ha, kif jista` jkun meħtieġ;
- xiv. Kwalunkwe dmir iehor skont kif ordnat mis-Segretarju Permanenti Ewlieni.