



Ministeru	<i>Ministeru għall-Edukazzjoni u l-Isport</i>
L-impjieg	<i>Assistant Manager (Accounting and Finance)</i>

Dmirijiet u responsabbiltajiet

- i. Iwettaq dmirijiet relatati ma' tranżazzjonijiet ta' flus kontanti u ċekkijiet, u l-ipproċessar f'waqt ta' tranżazzjonijiet, verifiki, rekordjar, aġġustamenti, rendikont u rikonċiljazzjoni;
- ii. Jassigura li l-approvazzjonijiet ikunu disponibbli qabel l-ipproċessar ta' tranżazzjonijiet, u li l-ammont imħallas ikun korrett u skont il-proċedura;
- iii. Jieħu ħsieb b'mod bażiku ż-żamma tal-kotba u jassisti fit-tħejjija taż-żamma ta' kontijiet bħalma huma bilanċi tar-registru u sottomissjonijiet oħra rilevanti;
- iv. Jassisti fil-kumpilazzjoni ta' pubblikazzjonijiet u rapporti;
- v. Jassisti fl-ippjanar u l-kontroll ta' baġit taħt superviżjoni, filwaqt li jressaq materji rilevanti għallattenzjoni tal-uffiċjal li jkun qed jagħmel is-superviżjoni kif ikun neċessarju. Dan jinkludi r-reviżjonijiet tal-baġits proposti u l-verifika tal-line items u l-infiq kollu biex tiġi żgurata l-eżattezza;
- vi. Jivvaluta, taħt superviżjoni, virements fi ħdan il-voti kif ukoll talbiet għal fondi addizzjonali u l-estimi riveduti;
- vii. Jikkontribwixxi għall-iżvilupp ta' implimentazzjoni ta' proġetti inklużi proċessi ddelegati, u għall-identifikazzjoni ta' titjib tal-proċess għal raġuni ta' simplifikazzjoni, innovazzjoni u valur miżjud;
- viii. Iżomm ruħu aġġornat ma' standards ta' accounting, leġiżlazzjoni finanzjarja u politiki tal-Gvern;
- ix. Iżomm ruħu aġġornat ma' sistemi bażiċi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif jintalab jagħmel;
- x. Jikkordina u jipparteċipa f'laqgħat, iżomm il-minuti tal-laqgħat u jara li l-azzjoni meħtieġa titwettaq;
- xi. Jassisti f'ħidmiet ta' kuljum, li jinkludu l-immaniġġjar u d-distribuzzjoni ta' korrispondenza u talbiet għall-informazzjoni, iżomm ir-rekords, kif ukoll l-inputtjar u l-aġġornament ta' informazzjoni bbażata fuq sistemi tal-kompjuter u databases;
- xii. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.



MINISTRY FOR EDUCATION AND SPORT
GREAT SIEGE ROAD, FLORIANA, MALTA

Ministry	<i>Ministry for Education and Sport</i>
Job title	<i>Assistant Manager (Accounting and Finance)</i>

Duties and responsibilities

- i Carries out duties related to cash and cheque transactions, including the timely processing of transactions, verifications, recording, adjustments, tracking and reconciliation;
- ii Ensures that approvals are available before processing transactions, that amounts paid are correct and that procedure is followed;
- iii Deals with basic book keeping and assists in the preparation of accounts, such as ledger balances and other relevant submissions;
- iv Assists in the compilation of publications and reports;
- v Assists in budget planning and control under supervision, while bringing relevant matters to the attention of the supervising officer as necessary. This includes reviewing proposed budgets and verifying all line items and expenditures to ensure accuracy;
- vi Assesses under supervision, virements within the votes as well as requests for additional funding and the revised estimates;
- vii Contributes to the development of project implementation including delegated processes, and to the identification of process improvements for simplification, innovation and added value;
- viii Keeps abreast with accounting standards, financial legislation and Government policies;
- ix Keeps abreast with basic accounting systems, procedures and applications, and follows training as directed;
- x Coordinates and participates in meetings, takes minutes and follows up on required actions;
- xi Assists in day-to-day operations, including the management and distribution of correspondence and queries, record keeping, as well as inputting and updating of computer-based information and databases;
- xii Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xiii any other duties as directed by the Principal Permanent Secretary.