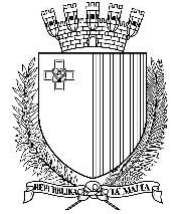


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MEDS)
L-impjeg	Senior Manager (Accounting and Finance)



MINISTERU GHALL-EDUKAZZJONI U L-ISPORT
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Senior Manager (Accounting and Finance) jinkludu li:

- i. Jiżgura tqassim ta' fondi kif għandu jkun, monitoraġġ, evalwazzjoni u kontroll tar-riżorsi finanzjarji u jiżgura rendikont tal-fondi pubbliċi;
- ii. Joħroġ approvazzjonijiet għat-trasferimenti ta' fondi, proposti ta' tranches u ta' nfiq li jqumu matul is-sena finanzjarja skont ir-regolamenti eżistenti;
- iii. Jiżgura l-massimizzazzjoni tal-ġbir ta' dħul u li jinżammu accounts xierqa tagħhom u li t-tranzazzjonijiet kollha jiġu effettwati skont qafas fiż-żmien stabbilit;
- iv. Jiżgura li t-trasferimenti ta' flus li jtejbu l-cashflow tal-Gvern, kif ukoll rapportaġġ ta' kontabbiltà proġettat jew attwali, isiru fi żmien xieraq;
- v. Jikkompila l-Business and Financial Plan u jiżgura l-ippjanar u l-kontroll tal-baġit;
- vi. Jassigura li data ta' statistika u projezzjonijiet ikunu korretti u rilevanti;
- vii. Jaħdem fuq pubblikazzjonijiet u rapporti varji, li jistgħu joriġinaw minn fteigiet interni, nazzjonali jew internazzjonali;
- viii. Imexxi analiżi finanzjarja u ta' accounting fid-dettall, evalwazzjoni u valutazzjoni ta' proċessi u tal-proċessi kummerċjali, ifassal rakkomandazzjonijiet infurmati u pjanijiet ta' azzjoni;
- ix. Jassigura li leġiżlazzjoni, regolazzjoni, politiki u proċeduri ta' kontroll intern jiġu osservati u li l-monitoraġġ jiġi implimentat kif xieraq;
- x. Jiformola u jaġġorna politiki, proċessi u proċeduri ta' natura finanzjarja kif ikun mitlub jagħmel;
- xi. Iżomm ruħu aġġornat ma' standards ta' accounts, leġiżlazzjoni finanzjarja u politiki tal-Gvern, sistemi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif ikun mitlub;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education and Sport (MEDS)
Job title	Senior Manager (Accounting and Finance)



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

Duties and responsibilities

The duties of a Senior Manager (Accounting and Finance) include:

- i. Ensures the proper disbursement, monitoring, evaluation and control of financial resources and that public monies are accounted for;
- ii. Issues approvals for the virement of funds, tranches and expenditure proposals which arise during the financial year in line with prevailing regulations;
- iii. Ensures the maximisation of revenue collection and that proper accounts are kept thereof, and that all transactions are effected within established timeframes;
- iv. Ensures that transfers of monies which optimise Government cashflow, as well as projected or actual cashflow reporting, are carried out in a timely manner;
- v. Compiles the Business and Financial plan and ensure budget planning and control;
- vi. Ensures that statistical data and projections are accurate and relevant;
- vii. Compiles various publications and reports, which may stem from internal, national or international requirements;
- viii. Conducts detailed financial and accounting analysis, evaluation and appraisal of policies and business processes, formulates informed recommendations and action plans;
- ix. Ensures that legislation, regulation, policies and internal control procedures are adhered and that monitoring is properly implemented;
- x. Formulates and updates policies, processes and procedures of a financial nature as directed;
- xi. Keeps abreast with accounting standards, financial legislation and Government policies, accounting systems, procedures and applications, and following training as directed;
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xiii. Any other duties as directed by the Principal Permanent Secretary.