To: Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

MINISTRY FOR EDUCATION AND EMPLOYMENT

POSITION OF FINANCIAL ACCOUNTING MANAGER
IN THE DEPARTMENT OF OPERATIONS
WITHIN THE MINISTRY FOR EDUCATION AND EMPLOYMENT

(Capacity Building approval dated 13 July 2015)

In accordance with clause 3.1(l) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender.

1.0 General

1.1 The Permanent Secretary, Ministry for Education and Employment, invites applications from Public Officers in the Malta Public Service for the position of Financial Accounting Manager in the Department of Operations (DOP) within the Ministry for Education and Employment (MEDE), Public Officers in the Malta Public Service who are on secondment/on loan/detailed with/deployed with/on attachment to Public Sector Organisations may also apply.

2.0 Duration of Assignment and Conditions

2.1 A selected candidate will enter into a thirty-six (36) month assignment as a Financial Accounting Manager in the DOP, which may be renewed for further periods.

2.2 The position of Financial Accounting Manager is subject to a probationary period of twelve (12) months.
2.3 If a selected candidate is an employee from a public sector organization, he/she must make his/her own arrangements for his/her release to take up the position of Financial Accounting Manager.

3.0 Salary pegged to the Position

3.1 The salary attached to the position of Financial Accounting Manager is equivalent to the maximum point of Salary Scale 7 (currently €24,614.00).

3.2 Selected candidates will also be entitled to a performance bonus of up to a maximum of 10% of their basic salary, subject to satisfactory performance.

4.0 Duties

4.1 The duties of Financial Accounting Manager include:

- providing support and advice to his/her immediate superior in matters concerning financial management and support;
- ensuring that the Financial and Procurement regulations in force at the time are strictly adhered to, ensuring that all public funds for which he/she is responsible are properly disbursed and accounted for;
- ensuring that any collection of revenue is maximized to the full and that proper account is kept thereof;
- ensuring that procurement is kept under strict control to ascertain that budget limits are not exceeded and where necessary savings are made;
- submitting proposals as necessary to his/her superior officer aimed at improving accounting, auditing and procurement methods in accordance with current legislation and standards;
- monitoring, evaluating and appraising expenditure and/or revenue as required within the DOP;
- helping his/her superior officer in drawing up reports of a financial nature including revised budgetary reports, accrual accounting reports and other reports of a financial nature as required by the Treasury or any other central financial authority as well as assisting in the annual budgetary process;
- presenting findings and recommendations based on a thorough analysis with a view to enhance financial performance;
- advising and actively helping in the implementation of an accrual based accounting system;
- making use of modern methods to carry out his/her duties;
- keeping abreast of developments in the fields of accounting, procurement and other relevant areas;
• liaising with the Director Finance and Administration within the Ministry on issues of a financial nature;

• performing other tasks as directed by the Head of Department or his/her authorized officer;

• any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

5.0 Eligibility Requirements

5.1 By the closing time and date of this call for applications, applicants must be public officers:

(a) in possession of a pertinent post-graduate degree (Masters’) at MQF Level 7, in Business Management or Business Administration or Public Management or Public Administration or Economics or Accountancy or Commerce or an appropriate, recognised, comparable qualification, plus one (1) year relevant work experience; OR

(b) in possession of a pertinent first degree at MQF Level 6, in Business Management or Business Administration or Public Management or Public Administration or Economics or Accountancy or Commerce or an appropriate, recognised, comparable qualification, plus two (2) years relevant work experience; OR

(c) in a Scale not below Scale 10 with five (5) years relevant work experience.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question by the closing time and date of the call for applications.

5.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraph 5.1, have proven relevant work experience.

5.3 Prospective applicants should note the requirement to produce QRIC recognition statements in respect of their qualifications from QRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

6.0 Submission of Supporting Documentation

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.
6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

7.0 Selection Procedure

7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the position.

8.0 Submission of Applications

8.1 Applications, together with a curriculum vitae showing qualifications and experience, will be received by the Customer Care Section, Great Siege Road, Floriana, VLT 2000, or the Education Office, Fortunato Mizzi Street, Victoria, Gozo VCT 2000 by not later than noon (Central European Time) of Tuesday 11 August 2015. Applications can also be submitted through the Online Government Recruitment Portal on http://recruitment.gov.mt by the said closing time and date. Further details concerning the submission of applications are contained in the general provisions referred to below.

9.0 Other General Provisions

9.1 Other general provisions concerning this call for applications, with particular reference to:

- other applicable conditions;
- reasonable accommodation for registered persons with disability;
- the submission of recognition statements in respect of qualifications;
- the publication of the result;
- the process for the submission of petitions concerning the result;
- medical examination;
- access to application forms and related details;
- retention of documents,

may be viewed by accessing the website of the Public Administration HR Office at the address: https://opm.gov.mt/en/PAHRO/RESOURCING/Documents/Forms%20and%20Templates/Service%20Wide%20position-%20general%20provisions%20-%202015.2.15.pdf or may be obtained from the Customer Care Section, Great Siege Road, Floriana VLT 2000, or the Education Office, Fortunato Mizzi Street, Victoria, Gozo, VCT 2000. These general provisions are to be regarded as an integral part of this call for applications.

For the purpose of paragraph 6.2 of the General Provisions of this call for applications, the fax number is 2598 2264.
Joseph Caruana
Permanent Secretary
Ministry for Education and Employment

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