

<b>Ministry</b>	Ministeru għall-Edukazzjoni u x-Xogħol (MEDE)
<b>Job title</b>	Manager II (Accounting and Finance)
<b>Reports to</b>	Student Maintenance Grants

#### Duties and responsibilities

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

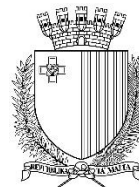
- i. ikollu r-responsabbilta' għat-tqassim xieraq ta' fondi kif għandu jkun, moniteragg, evalwazzjoni u kontroll tarriżorsi finanzjarji u l-finanzjamenti allokat li lill-Ministeri, permezz ta' mekkaniżmi varji, b'relazzjoni mas-Servizz Pubbliku u s-Settur Pubbliku;
- ii. jassigura li kull għbir ta' dħul u arretrati ta' dħul jilhq u li jinżammu accounts xieraq li jirriżultaw minn dan;
- iii. jassigura li trasferimenti ta' flejjes li għandhom itejbu kemm jistgħu l-cashflow tal-Gvern, flimkien ma' rapportagg ta' likwidita' (cashflow) ippjanat jew attwali, jitwettqu fi żmien xieraq;
- iv. iwettaq dmirjiet relatati mal-immaniġjar tad-dejn. Dan jinkludi risk modelling tal-aggregate debt portfolio, sabiex jingħataw pariri dwar il-ħruġ ta' dejn għdid, l-iffissar ta' miri u firxiet strateġiċi sabiex jiggwidaw flimmaniġjar ta' kuljum tad-debt portfolio tal-Gvern, kif ukoll jikkompila metriċi ewlenin (key metrics) sabiex tingħata assistenza lis-Senior Management fl-evalwazzjoni u l-moniteragg tal-impatt ta' deċiżjonijiet li jirrigwardaw l-istrategija tad-dejn;
- v. ikun responsabbli għal-ledger ġenerali, sub-ledgers u rikonċiljazzjonijiet, kif ukoll assi u inventarji tal-Ministeru/Dipartiment rispettiv;

- vi. ikun responsabbli għaż-żamma xierqa ta' rekord ta' transazzjonijiet, il-kompilazzjoni korretta ta' data ta' statistika u tbassir u projezzjonijiet, u l-identifikazzjoni ta' xejriet (trends) godda fid-data;
- vii. jassigura li l-leġiżlazzjoni, regolamenti, politiki u proċeduri stabbiliti ta' kontroll intern jinżammu w li jiġi implimentat kif xieraq moniteragġ fil-proċessi kollha assenjati. Dan jinkludi wkoll il-kontribuzzjoni tiegħu firrigward tal-proċess ta' assessjar ta' riskju;
- viii. jipprovdi għajnuna attiva fl-awditjar intern u estern, fosthom il-ġbir, il-kompilazzjoni u l-analiżi ta' informazzjoni. Dan jinkludi t-tfassil ta' pjanijiet għall-verifiki fuq il-post u ċċekkjar bla notifikazzjoni, superviżjoni u jara li jibqa' jsegwi;
- ix. jikkontribwixxi għal allokkazzjoni tal-Baġit u tbassir tad-dhul, ippjanar u l-kontroll ta' Baġit, inkluż il-kontribuzzjoni fil-kompilazzjoni tal-Pjan ta' Kummerċ u Finanzjarju; id-dokument tal-Baġit, id-Diskors/Qari tal-Baġit u l-Abbożż tal-Liġi u l-Att dwar l-Appropjazzjoni relatat;
- x. jagħti pariri dwar talbiet għall-eżenzjonijiet tad-dhul mogħtija skont il-leġislazzjoni pertinenti u l-analiżi taleffetti tagħhom, li jagħti pariri dwar emendi possibli għall-proċessi eżistenti f'konformita' mal-politika attwali;
- xi. jagħti pariri dwar varjazzjonijiet minn miri finanzjarji miftiehma, stimi u allokkazzjonijiet baġitarji u jipprovdi kontribut fuq ir-rapport ta' Stimuli Riveduti ta' kull xahar. Kif ukoll jagħti pariri dwar virements fi ħdan il-Voti u talbiet għall-finanzjament addizzjonali;
- xii. jipprovdi kontribut fir-rigward tar-reviżjonijiet tal-prestazzjoni u n-nefqa kif applikabbli, inkluż l-input fuq għadd ta' indikaturi tal-Baġit li permezz tagħhom il-Ministeri għandhom jiġu mmoniterjati, f'konsultazzjoni mas-superjur tiegħu;
- xiii. jikkontribwixxi u jassisti fil-kompilazzjoni ta' publikazzjonijiet u rapporti varji, li jistgħu joriginaw minn htigijiet interni, nazzjonali jew internazzjonali. Eżempji ta' rapporti bħal dawn huma rapporti ta' cashflow, ir-Rapport Finanzjarju, ir-Rapport tad-Defiċit u Dejn (Fiskali) ta' Malta, rapporti dwar il-kompilazzjoni ta' Accounts Finanzjarji u mhux Finanzjarji, dikjarazzjonijiet statutorji maħruġin kull kwart tas-sena jew annwali, u oħrajn;
- xiv. jikkontribwixxi fl-iżvilupp u l-implimentazzjoni ta' proġett kif ukoll ta' proċessi ddelegati, bħalma huma limplimentazzjoni u l-manutenzjoni tal-Corporate Financial

Management Solution (CFMS) fost oħrajn, kif ukoll l-identifikazzjoni ta' titjib tal-proċess għar-raġuni ta' simplifikazzjoni, innovazzjoni u valur miżjud;

- xv. jassisti lis-Senior Management fit-tnejn tal-qagħda baġitarja ta' Malta, il-kalkulazzjoni u l-assessjar ta' allokkazzjonijiet baġitarji ta' Malta u Stati Membri oħrajn, kif ukoll fil-preparazzjoni ta' briefs għal-laqgħat inkluż laqgħat ta' livell għoli;
- xvi. iwettaq revizjonijiet ta' value for money u tan-nefqa komprensiva u jissottometti rapporti tal-analiżi;
- xvii. iwettaq revizjonijiet u interpretazzjoni tal-accounts finali tal-Ministeri u l-Entitajiet;
- xviii. jirrappreżenta lid-Dipartiment jew lill-Ministeru f' laqgħat u konferenzi, kemm lokali kif ukoll internazzjonali, u jipparteċipa fi gruppi ta' ħidma;
- xix. jirrappreżenta lid-Dipartiment jew lill-Ministeru f' xi proċeduri legali kif ikun mitlub jagħmel u jassigura l-korrettezza u r-relevanza ta' dokumentazzjoni;
- xx. iżomm kuntatt ma' stakeholders interni u esterni. Dan jitlob li għandu jaġixxi bħala punt ta' referenza għallimpjegati li jaqgħu taħt ir-responsabbiltà tiegħu, kif ukoll jipprovdi għajjnuna u sostenn lill-klijenti;
- xxi. iżomm ruħu aġġornat ma' standards ta' accounts, leġislazzjoni finanzjarja u politiki tal-gvern. Barra dan iżomm ruħu aġġornat ma' sistemi ta' accounting, proċeduri u applikazzjonijiet, u jsegwi taħriġ kif ikun mitlub. Dan jinkludi l-assigurazzjoni li kull aġġornament għandu jkun mgħoddi lill-impjegati taħt is-supervizjoni tiegħu. Iżomm ukoll ruħu aġġornat fuq tekniki finanzjarji bħal portfolio management u oħrajn;
- xxii. jikkontribwixxi lejn il-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub jagħmel. Dan jinkludi xogħol ta' riċerka u fformular ta' rakkomandazzjonijiet informati għas-Senior Management, żviluppar ta' materjal ta' taħriġ għall-użu fi hdan id-Dipartiment jew lil hinn minnu u jharreg l-impjegati li jaqgħu taħt is-supervizjoni tiegħu;
- xxiii. ifassal rakkomandazzjonijiet u proposti fir-rigward ta' titjib ta' accounting u metodi ta' akkwist bi qbil mal-leġislazzjoni u l-istandards kurrenti, kif ukoll it-titjib u s-simplifikazzjoni ta' proċessi u proċeduri, innovazzjoni u valur miżjud;

- xxiv. jipprovdni tmexxija effettiva permezz ta' miri çari fi hdan il-kuntest ta' objettivi Ministerjali u billi jinkoraġġixxi limpjegati jiżviluppaw u jakkwistaw hiliet u tagħrif li jibbenefika lill-iżvilupp professjonali tagħhom;
- xxv. jassigura li l-impjegati u r-riżorsi jkunu professjonalment immaniġġjati biex jinkoraġġixxi Sistema organizzazzjonali flessibbli u struttura li tkun responsiva u proattiva f'relazżjoni ma' htigijiet li jinbidlu;
- xxvi. jikkontribwixxi lejn l-iżvilupp ta' materjal u programmi ta' taħriġ, iħarreg u jagħmilha ta' mentor għall-impjegati li jaqgħu taħt is-supervizżjoni tiegħu, li jassigura li jkollu għarfien kontinwu ta' żviluppi fil-legiżlazzjoni, regolamenti, politiki, linji gwida u oħrajn;
- xxvii. timplimenta għanijiet annwali u metriçi li jistgħu jitkejlu relatati mat-taqsimha tal-Students' Maintenance Grants (SMG);
- xxviii. tissottometti u tipproçessa u l-applikazzjonijiet ta' l-Students' Maintenance Grants inklużi l-applikazzjonijiet ta' Maintenance Grants Supplementari, u l-ħlas tagħhom;
- xxix. tipprovdni rappurtaġġ preçiż u f'waqtu dwar l-attività finanzjarja tal-pagamenti għall-pagamenti tal-istudenti għall-Iskemi ta' Opportunitajiet tas-Sajf u r-rimborż għal students' placements Obbligatori;
- xxx. tiżgura li r-reminders ta' ħlas (emails, ittri, eċċ.) lill-istudenti jintbagħtu u ssegwi r-rifużjoni ta' ħlasijiet żejda, kif xieraq;
- xxxi. tissottometti u tipproçessa l-applikazzjonijiet tal-Iskema ta' Malta Government Undergraduate u ta' aplikazzjonijiet tal-Iskema tas-Summer Work Opportunities, u l-ħlas tagħhom;
- xxxii. tiġbor rekords finanzjarji preçiżi tat-tranzazzjonijiet kollha tal-vot tal-Għotjiet għall-Manteniment tal-Istudenti;
- xxxiii. dmirijiet oħra skont struzzjonijiet mogħtija mid-Direttur, id-Direttur Ġenerali, u s-Segretarju Permanenti, u;
- xxxiv. dmirijiet oħra skont l-esiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.



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

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<b>Job title</b>	Manager II (Accounting and Finance)
<b>Reports to</b>	Student Maintenance Grants

#### **Duties and responsibilities**

The duties of Manager II (Accounting and Finance) include:

- i. responsibility 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. ensuring that any collection of revenue and arrears of revenue are maximised and that proper accounts thereof are kept;
- iii. ensuring 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. performing duties related to debt management. This includes risk modelling of the aggregate debt portfolio to provide advice on the issuance of new debt, setting strategic targets and ranges to guide the day-to-day management of Government's debt portfolio, as well as compiling key metrics to assist Senior Management in the evaluation and monitoring of the impact of decisions regarding the debt strategy;
- v. responsible for the general ledger, sub-ledgers and reconciliations, as well as assets and inventories of the respective Ministry/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. ensuring that legislation, regulation, policies and established internal control procedures are adhered and that monitoring is properly implemented in all processes assigned. This also includes contributing to the risk assessment process;
- viii. providing hands-on support in internal and external audits, including the collection, compilation and analysis of information. This includes the drawing up of plans for field audits and spot checks, supervision and follow-up;
- ix. contributing to Budget allocations and revenue forecasts, planning and control, including contribution in the compilation of the Business and Financial Plan, the Budget Document, Budget Speech and the related Appropriation Bill and Act;
- x. advising on requests for revenue exemptions granted in terms of pertinent legislations and analysing the effects thereof, advising on possible amendments to existing processes in line with current policies;
- xi. advising on variances from agreed financial targets, estimates and budgetary allocations and provide input on the monthly Revised Estimates reports. Also advising on virements within the Votes and requests for additional funding;
- xii. provide input in respect of performance and spending reviews as applicable, including input on a number of Budget indicators through which Ministries shall be monitored, in consultation with his superior;
- xiii. contributing to and assisting in the compilation of various publications and reports, which may stem from internal, national or international requirements. Examples of such reports are cashflow reports, the Financial Report, Malta's Deficit and Debt (Fiscal) Report, reports for the compilation of Financial and non-Financial Accounts, quarterly and annual statutory statements, and so on;
- xiv. contributing to project development and implementation including delegated processes, such as the implementation and maintenance of the new Corporate Financial Management Solution (CFMS) among others, as well as to the identification of process improvements for simplification, innovation and added value;
- xv. assisting Senior Management in the preparation of Malta's budgetary position, the calculation and assessment of Malta's and other Member States' budgetary allocations, as well as in the preparation of briefs for high level and other meetings;

- xvi. carrying out value for money and comprehensive expenditure reviews and submitting analysis reports;
- xvii. carrying out reviews and interpretation of final accounts of line Ministries and Entities;
- xviii. representing the Department or Ministry in meetings and conferences, both locally and abroad and participating in working groups;
- xix. representing the Department or Ministry in any legal proceedings as required and ensuring the correctness and relevance of documentation;
- xx. liaising with internal and external stakeholders. This include acting as a point of reference to staff under his responsibility, as well as providing assistance and support to clients;
- xxi. keeping abreast with accounting standards, financial legislation and Government policies. Also keeping abreast with accounting systems, procedures and applications, and following training as directed. This includes ensuring that any updates are disseminated to staff under his supervision. Also keeping abreast with financial techniques such as portfolio management and so on;
- xxii. contributing towards the formulation and updating of policies of a financial nature as directed. This includes carrying out research and formulating informed recommendations to Senior Management, developing training material for use within a Department or beyond and training staff under his supervision;
- xxiii. drawing up recommendations and proposals for the improvement of accounting and procurement methods in accordance with current legislation and standards, as well as for the improvement and simplification of processes and procedures, innovation and added value;
- xxiv. providing effective leadership through clear targets within the context of Ministerial objectives and by encouraging staff to develop and acquire skills and knowledge for their professional development;
- xxv. ensuring that staff and resources are professionally managed to encourage a flexible organisational system and structure that is responsive and pro-active in relation to changing requirements;

- xxvi. contributing to the development of training material and programmes, training and mentoring staff under his supervision, to ensure ongoing awareness of development in legislation, regulations, policies, guidelines and so on;
- xxvii. implementing the yearly objectives and measurable metrics related to Students' Maintenance Grants (SMG) section;
- xxviii. submitting and processing the Students' Maintenance Grants applications including the Supplementary Maintenance Grants applications, and payment thereof;
- xxix. providing accurate and timely reporting on the financial activity of payments to students' payments for Summer Opportunities Schemes and reimbursement for Compulsory students' placements;
- xxx. ensuring that payment reminders (emails, letters, etc) are sent to students' and follow up refund of overpayments, as appropriate;
- xxxi. submitting and processing the Malta Government Undergraduate Scheme applications and the Summer Work Opportunities Scheme applications, and payment thereof;
- xxxii. collate accurate financial records of all transaction of the Students' Maintenance Grants line vote;
- xxxiii. any other duties as directed by the Director, the Director General and the Permanent Secretary, and;
- xxxiv. any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.