



MINISTRY FOR EDUCATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Ministry	Ministry for Education (MFED)
Job title	Manager II (Accounting and Finance)

Duties and responsibilities

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

General

- i. Supporting schools in overseeing the day-to-day financial and administrative management of the Department/College;
- ii. Liaising with the Chief Information Officer responsible for ICT in educational institutions to ensure the effective maintenance of data-management and ICT systems as and when required;
- iii. Maintaining regular liaison with the Finance Directorate, the Human Resources Directorate, Ministerial Procurement Unit, and any other Department, Directorate or Section as may be applicable;
- iv. Providing on-going practice guidelines, training and support to school secretaries and clerks;
- v. Liaising with any Department and/or Directorate within the Ministry as may be required, including the Education Logistics and Administration Directorate, the Department for Educational Services (DES), the Department for Quality and Standards in Education (DQSE), and the Schools Information Systems (SIS);
- vi. Possessing excellent and up-to-date knowledge in matters related to finance and administration;
- vii. Preparing and disseminating financial and administration reports as requested by the Head of Department/College Principal;
- viii. Having knowledge of regulations, structures and practices pertaining to the Public Administration in general and the Department/College in particular;
- ix. Possessing proven leadership skills, especially the ability to get the best out of people, and a strong focus on delivering results;
- x. Possessing excellent communication (oral and written) and interpersonal skills;
- xi. Having full computer literacy;

- xii. Facilitating and ensuring, where applicable, access to College facilities for after school programmes and community based lifelong learning opportunities, organised by the Colleges and external agencies;
- xiii. Performing other tasks as directed by the Head of Department/College Principal;
- xiv. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xv. Any other duties as directed by the Principal Permanent Secretary.

Human Resources Management

- i. Managing and developing administrative and clerical staff within schools, including performance appraisal, discipline, role clarification and professional training;
- ii. Assuming line management responsibility for non-professional personnel, including the provision of staff development initiatives, according to the needs of the Operations Department/College/schools;
- iii. Contributing to the implementation, in a timely and effective manner, of the Human Resources management strategy and policies;
- iv. Maintaining high standards of customer care relations.

Accounting

- i. Supporting schools in the management of financial and administrative management;
- ii. Providing input in the preparation and the formulation of the schools business plans and the implementation of such plans;
- iii. Ensuring efficiency and effectiveness in the management of the schools' budget;
- iv. Ensuring that records and statistics related to the Department, or the schools, are accurate and up to date, as required by the Director General Operations and/or the College Principal;
- v. Ensuring timely processing of financial records linked to projects partly financed through EU structural and other programme funds.

Procurement

- i. Ensuring compliance with Financial and Public Procurement Regulations;
- ii. Formulating accurate specifications in connection with calls for quotations/tenders for the procurement of services and goods, in full observance of the relevant government legislation, financial procedures and policies;
- iii. Liaising effectively, where applicable, with the College Precincts Officers so as to ensure the efficient procurement procedures related to the upkeep and maintenance of the Schools;
- iv. Being responsible to monitor quotations, LPOs, invoices and contracts for ensuring correct payment;
- v. Being responsible in following up LPOs and commitments made for better public funds management;

- vi. Ensuring, where applicable, that schools within the College are fully equipped and regularly resourced.

Inventory Management

- i. Providing continuous support to school and college administration to update their inventory database in line with the accrual accounting inventory system and e-Finance;
- ii. Conducting school and college inspections and checking inventory updates;
- iii. Supervising and recording transfer lists of Inventory Items from schools and Sections within the Education Departments and MFED and recording them in the relative inventory databases;
- iv. Inserting updated inventory lists into the general database for subsequent submission to the Finance and Administration Directorate;
- v. Making sure that School/College/Department asset labels are centrally printed and sent to schools;
- vi. Submitting updated general databases to the National Audit Office and the Treasury Department.

4.2 The Officer should keep well informed and up-to-date on all matters in the area of finance and administration, and on any national or international obligations affecting this area, while taking every opportunity to acquire new leadership and management skills.

4.3 The Officer should have the ability to work under pressure, with diligency and respect deadlines. He/she may be required to travel abroad on official business.