

JOB DESCRIPTION – EXECUTIVE FINANCE

Department: Finance
Reports to: Finance Director

Main Objectives of the job

Reporting directly to the Financial Controller, the selected candidate will be responsible to assist the Financial Controller in establishing and eventually ensuring the proper accounting, administrative, auditing and control procedures and processes in matters relating to the Authority's finances. The candidate will also be responsible for the timely preparation of all reconciliatory work and schedules in accordance with the annual internal / external audit plan, as well as assisting with other accounting and audit matters and projects.

Main Duties and Responsibilities

The selected candidate must have knowledge in at least one of the following sections within the Finance Department:

- Debtors' Control Cycle – must ensure that all revenues generated by the Authority are properly accounted for, all payments received are reconciled and properly allocated, and the approved credit control policy strictly adhered to;
- Creditors' Control Cycle – must ensure that all purchase invoices received are properly authorised and accounted for, and all payments are made within the agreed credit terms;
- Banking & Cashiering – all cash and bank takings are properly accounted for and reconciled to periodic bank statements, and all variances reconciled and reported as necessary;
- Payroll – all employees' emoluments are properly calculated and paid in a timely manner.
- Auditing & Internal Control – preparation of the annual statutory audit file, including, but not limited to the Trial Balance Verification File, and its related reconciliatory and analysis schedules.

The employee must also:

- Assists the Financial Controller to ensure that the Executive Board and/or Internal Audit Committee procedures and policies are adhered to;
- To liaise and communicate with MTA accounting personnel, both local and overseas, on matters of finance and internal control;
- To work and liaise with external, internal and government-appointed auditors, and all other regulating bodies, as and when required;

- To perform any other duties that may be assigned from time to time by the Financial Controller.

The MTA reserves the right to transfer and assign duties in a similar position within other departments as per the Authority's work exigencies

Competencies

- Must be a person of integrity, outgoing and assertive with excellent communication, interpersonal, presentation and analytical skills
- Must have superior supervisory, leadership and management skills
- Must be project / task-oriented, capable of reaching set targets within established and agreed time-frames and performance levels and capable of handling several on-going projects with professionalism and accuracy
- Must have proven analytical skills, investigative approach to tasks and preferably, an auditing background
- Must have excellent communication skills in Maltese and English, both written and oral
- Must be computer literate, recent work experience in accounting software packages will be considered an asset
- Must possess very good presentation skills
- Must be organised and possess good time management skills

Qualifications

- In possession of a recognised First Degree or a relevant comparable qualification at MQF level 6 in Commerce or ACCA Foundation Level, or a related subject area;

Note:

- a) With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the National Commission for Further and Higher Education (NCFHE), or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.*
- b) Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the receiving department/directorate as soon as it is available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control may request an extension of this time limit, up to a further one month, from the department/directorate receiving the applications, indicating clearly the reasons for the*

delay. Requests for extensions beyond this period are to be submitted for the consideration of the Public Service Commission.

- c) Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the National Commission for Further and Higher Education website (<https://ncfhe.gov.mt>). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC in such a case the applicant shall be given one month to procure the statement, subject to the possibility of extension as provided for in sub-paragraph (b) above.*
- d) MTA is an equal opportunity employer and commits itself to select the right candidates irrespective of gender, ethnicity, culture, religion, income, marital status, sexual orientation, age, class, or disability.*

Interested candidates are to submit their application together with an up to date detailed Europass CV to the Human Resources Department on vacancies.mta@visitmalta.com by not later than Tuesday 26th September 2023.

Jobsplus Permit Number 436/2023.