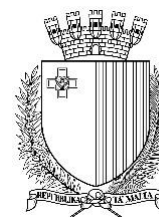


Annex A

Ministry	<i>Ministry for Senior Citizens and Active Ageing</i>
Job title	<i>Manager I (Accounting and Finance)</i>



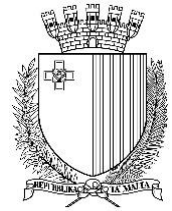
MINISTRY FOR SENIOR CITIZENS AND ACTIVE AGEING
COMMERCE STR, IMRIEHEL CBD 3010

Duties and Responsibilities

- i. Responsible for the timely and correct processing of fiscal and financial transactions, verifications, recording, tracking and reconciliation;
- ii. Responsible for the correctness of basic book keeping and other accounting documents, including performing work on the bank reconciliation process of the Public Account;
- iii. Responsible for the implementation and enforcement of legislation, policies, directions, procedures and guidelines in a particular Department or Ministry or across Government;
- iv. Responsible for the maintenance and control of accounts, such as below-the-line accounts and votes, assessing virements within votes as well as requests for additional funding;
- v. Coordinates the release of funds through various mechanisms and the collection of revenue, approving transactions as directed, reviewing management accounts, cashflow statements and other financial reports as part of the process;
- vi. Contributes to Budget planning and control, the compilation of the Business and Financial plan;
- vii. Assesses budgetary allocations and revenue forecasts in the Financial Estimates of Government, both for the following year and on the basis of a three-year Business and Financial plan, and their continuous monitoring during the course of the year;
- viii. Contributes towards the interpretation of final accounts and participating in value for money analysis and reviews;
- ix. Represents the Department or Ministry in meetings and conferences, both locally and abroad and participating in working groups as required;
- x. Contributes to and assists in the compilation of various reports;
- xi. Keeps abreast with accounting standards, financial legislation, Government policies as directed;
- xii. Contributes towards the formulation and updating of policies of a financial nature as directed;
- xiii. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Undertake any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xv. Any other duties as directed by the Principal Permanent Secretary.

Anness A

Ministeru	<i>Ministeru għall-Anzjani u l-Anzjanita' Attiva</i>
L-impjieg	<i>Manager I (Accounting and Finance)</i>



MINISTERU GĦALL-ANZJANI U L-ANZJANITA' ATTIVA
TRIQ IN-NEGOZJU, IMRIEHEL CBD 3010

Dmirijiet u Responsabbiltajiet

- i. Responsabbli għall-iproċessar f' waqtu ta' tranzazzjonijiet fiskali u finanzjarji, verifiki, rekordjar, rendikonti u rikonċiljazzjoni;
- ii. Responsabbli għall-korrettezza ta' zamma bażika ta' kotba u dokumenti oħrajn ta' accounts u t-twertiq ta' xogħol rigward il-proċess bankarju ta' rikonċiljazzjoni tal-Kont Pubbliku;
- iii. Responsabbli għall-impementazzjoni u l-infurzar ta' leġislazzjoni, politiki, direzzjonijiet, proċeduri u linji gwida f' Dipartiment jew Ministeru partikolari jew mal-Gvern;
- iv. Responsabbli għall-manutenzjoni u l-kontroll tal-kontijiet, bħalma huma kontijiet below-the-line u vote u jevalwa ukoll il-virements fi hdan il-voti kif ukoll it-talbiet għal finanzjament addizzjonali;
- v. Jikkordina r-rilaxx ta' fondi permezz ta' mekkaniżmu varji u l-gbir ta' dħul finanzjarju, japprova tranzazzjonijiet kif ikun ordnat, jirrevedi management accounts, stqarrijiet ta' likwidita' u rapporti finanzjarji oħra bħala parti mill-proċess;
- vi. Jikkontribwixxi għall-ippjanar u l-kontroll ta' baġit, u fil-kumpilazzjoni tal-Business and Financial plan;
- vii. Jivvaluta l-allokkazzjonijiet baġitarji u t-tbassir tad-dħul fl-Estimi Finanzjarji tal-Gvern, kemm għas-sena ta' wara kif ukoll bażi ta' Business and Financial plan ta' tlett snin, u l-monitoraġġ kontinwu tagħhom matul is-sena;
- viii. Jagħti kontribut fl-interpretazzjoni tal-accounts finali u jipparteċipa fl-analiżi u r-reviżjonijiet tal-valur għall-flus;
- ix. Jirrappreżenta lill-Dipartiment jew lill-Ministeru f'laqgħat u konferenzi, kemm lokali kif ukoll internazzjonali, u jipparteċipa fi gruppi ta' hidma kif ikun mitlub;
- x. Jikkontribwixxi u jassisti fil-kumpilazzjoni ta' rapporti varji;
- xi. Iżomm ruħu aġġornat ma' standards ta' accounts, leġislazzjoni finanzjarja u politiki tal-Gvern kif mitlub;
- xii. Jikkontribwixxi għall-formulazzjoni u l-aġġornament ta' politiki ta' natura finanzjarja kif ikun mitlub minnu;
- xiii. Kwalunkwe kompitu ieħor li s-superjuri jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni;