

Ministry for Finance and Financial Services

POST OF TRAINEE MANAGER I / MANAGER I (ACCOUNTING AND FINANCE) IN THE MINISTRY FOR FINANCE AND FINANCIAL SERVICES

Nomenclatures denoting the male gender include also the female gender.

1. The Permanent Secretary (Merger and Administration), Ministry for Finance and Financial Services invites applications for the post of Trainee Manager I / Manager I (Accounting and Finance) in the Ministry for Finance and Financial Services.

Terms and Conditions

2.1 This appointment is subject to a probationary period of twelve (12) months.

2.2 During the probationary/trial period, appointees must successfully complete appropriate induction programmes organised by the Institute for the Public Services to be eligible for confirmation of appointment.

2.3 The salary for the post of Trainee Manager I (Accounting and Finance) is Salary Scale 10, which in year 2020 is €20,603 per annum, rising by annual increments of €407.67 up to a maximum of €23,049.

2.4 A Manager I (Accounting and Finance) will progress to Salary Scale 9 (€21,933 x €447.33 - €24,617 in 2020) on completion of two (2) years service in the grade in Salary Scale 10, subject to satisfactory performance.

2.5 A Manager I (Accounting and Finance) will progress to Salary Scale 8 (€23,358 x €486.83 - €26,279 in 2020) on completion of five (5) years service in the grade in Salary Scale 9, subject to satisfactory performance.

2.6 A Manager I (Accounting and Finance) will progress to Salary Scale 7 (€24,894 x €531.17 - €28,081 in 2020) on completion of three (3) years service in the grade in Salary Scale 8, subject to satisfactory performance.

2.7 Selected candidates will also be entitled to the payment of an annual performance bonus of up to a maximum of 10% of his/her basic salary, subject to satisfactory performance and subject to Central Administration's policies in force from time to time.

- a. Appointees will also be entitled to such other benefits and such other conditions and obligations as stipulated in the Working Conditions for Officers within the Management Stream for Qualified Personnel.

2.8 A Trainee Manager I (Accounting and Finance) shall not be entitled to the conditions and benefits enlisted in 2.4 to 2.7 (a) until the Officer attains or has proof of confirmation of the qualification required for the post of Manager I (Accounting and Finance) as indicated in 4.1 (iii). If this is not confirmed by the 31st October, 2020 the post will be automatically terminated.

2.9 On being appointed, a successful candidate would be requested to renounce to other applications currently in process within the Public Service which is/are pending at the time of this appointment, without prejudice to SAAC calls (including Assistant Directors).

2.10 Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

- a. Successful candidates are to serve in this post for a minimum of two (2) years, without prejudice to applications for SAAC calls (including Assistant Directors).

2.11 It will not be possible to request a transfer before a two (2) year period from date of appointment. On the lapse of a two (2) year period, appointees may only be transferred at own request to carry out duties elsewhere in the area of Accounting and Finance, subject to availability of vacancies and the exigencies of management.

2.12 The result will be valid for a period of two (2) years from the date of publication.

Duties

3. The duties of Trainee Manager I / Manager I (Accounting and Finance) include:

- i. responsibility for the timely and correct processing of fiscal and financial transactions, recording, tracking and reconciliation;
- ii. responsibility for the correctness of basic book keeping and other accounting documents. This includes performing work on the bank reconciliation process of the Public Account. This includes performing duties related to the Government's transition to accrual accounting;
- iii. responsibility for the implementation and enforcement of legislation, policies, directions, procedures and guidelines in a particular Department or Ministry or across Government;
- iv. responsibility for the maintenance and control of accounts, such as below-the-line accounts and votes among others. Also assessing virements within Votes as well as requests for additional funding;
- v. coordinating 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. contributing to Budget planning and control, including contribution in the compilation of the Business and Financial Plan;
- vii. assessing budgetary allocations and revenue forecasts in the Financial Estimates of Government, both for the next 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. contributing to the compilation of publications, coordination of reviews, audits and inspections. This may include participating in, authorising and supervising field inspections and spot checks;
- ix. contributing towards the interpretation of final accounts and participating in value for money analysis and reviews;
- x. contributing to and assisting in the compilation of various 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;
- xi. 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;
- xii. 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;
- xiii. representing the Department or Ministry in meetings and conferences, both locally and abroad and participating in working groups;
- xiv. representing the Department or Ministry in any legal proceedings as required and ensuring the correctness and relevance of documentation;
- xv. 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;

- xvi. 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;
- xvii. providing technical input on the transposition of EU legislation into Maltese legislation as requested;
- xviii. liaising with internal and external stakeholders. This includes acting as a point of reference to staff under his responsibility while bringing matters to the attention of Senior Management as necessary, as well as providing assistance and support to clients;
- xix. carrying out supervising duties and providing hands-on assistance as required, with regards to day-to-day operations including replies to Parliamentary Questions, the management and distribution of correspondence and queries, record keeping, as well as inputting and updating of computer-based information and databases and statistical data;
- xx. any other duties as directed by the Director, the Director General and the Permanent Secretary, and;
- xxi. any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

Eligibility Requirements

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

- i.
 - a. citizens of Malta; **or**
 - b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**
 - c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**
 - d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**
 - e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the 'Status of Long-Term Residents (Third Country Nationals) Regulations, 2006' or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the 'Family Reunification Regulations, 2007'.

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

AND

- ii. able to communicate in the Maltese and English languages. Candidates who do not possess an MQF Level 1 in the Maltese language must attend and be successful in the assessment of the 'Maltese Language 1' course, offered by the Institute for the Public Services. Attendance for such course, together with the attainment of MQF Level 1 are to be completed before confirmation of appointment, i.e. within twelve (12) months from engagement.

Failure to present evidence of successful pass and attendance by the end of probationary period (i.e. twelve (12) months from engagement) will result in automatic termination of the post in caption.

AND

- iii. in possession of a recognised Bachelors qualification at MQF Level 6 (subject to a minimum of 180

ECTS/ECVETS credits, or equivalent, with regard to programmes commencing as from October 2003) in Accountancy or Business Management or Business Administration or Economics or Banking and Finance or ACCA or a comparable professional qualification.

Public Officers applying for the post must be confirmed in their current appointment.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements. A Masters qualification at MQF Level 7, or equivalent, must comprise a minimum of 60 ECTS/ECVETS credits with regard to programmes commencing as from October 2008.

Moreover, candidates who have not yet formally obtained any of the qualifications as indicated in paragraph 4.1 iii will still be considered, provided that they submit evidence that they have obtained the qualifications in question, or successfully completed the necessary ECTS/ECVETS credits, or equivalent, taken as part of a higher recognised MQF level programme of study, as required in the aforementioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Furthermore, candidates who have not yet formally obtained or have not yet been approved for the qualification specified in paragraph 4.1 iii or else as indicated in paragraph 4.2 will still be considered provided that they submit evidence that they would obtain or be approved for such qualification by the 31st October, 2020. If selected, such candidates must produce the qualification indicated before appointment. If the deadline is not met, the selected candidates will be disqualified from the result.

4.4 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce an updated Service and Leave Record Form (GP 47) issued not earlier than one (1) month from date of application; those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 till 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

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

Submission of Supporting Documents

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal (<https://recruitment.gov.mt>).

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection Procedure

6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 till 4.3, have proven relevant work experience.

Submission of Applications

7. Applications are to be submitted, for the attention of the Recruitment Section, Ministry for Finance and Financial Services, through the Recruitment Portal **only** (<https://recruitment.gov.mt>). Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47)/Certificate of Conduct as applicable, which documents have been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal. The

closing date of the receipt of applications is **noon (Central European Time) of Friday, 19th February 2021**. A computer-generated email will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below. The applications received for the above specified dates will be grouped in different selection processes. The selection process will consider applications received by **noon (Central European Time) of Friday 19th June 2020**. The remaining selection processes will consider applications received by **noon (Central European Time) of the following dates:**

- Opening date: Friday, 19th June 2020 and Closing date: Friday, 16th October 2020
- Opening date: Friday, 16th October 2020 and Closing date: Friday, 19th February 2021

7.1 Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete documents.

7.2 Successful candidates will be placed an order of merit list which will remain valid for two (2) years from the date of publication or until the result list is exhausted, whichever is the earlier.

7.3 However, should the order of merit list be exhausted and vacancies remain, other applicants may be assessed without recourse to a new call for application, provided they would have submitted their application by **noon (Central European Time) of Friday, 19th February 2021**. An order of merit for each selection exercise will be published. Each order of merit list published will remain valid for two (2) years from date of publication.

7.4 Applicants are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The Ministry for Finance and Financial Services cannot be held responsible for any delay due to such difficulties.

Other General Provisions

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

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

may be viewed by accessing the website of the People and Standards Division (<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>) or may be obtained from recruitment.mfin@gov.mt. These general provisions are to be regarded as an integral part of this call for applications.

The website address and email address of the receiving Section are <https://mfin.gov.mt> and recruitment.mfin@gov.mt.