

# Anness A



MINISTERU GHALL-FINANZI U X-XOGHOL  
30, MAISON DEMANDOLS,  
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

<b>Ministeru</b>	<i>Ministeru għall-Finanzi u x-Xogħol</i>
<b>L-impjieg</b>	<i>Senior Manager (Financial Control)</i>

## Dmirijiet u Responsabbiltajiet

- i. Jiżgura konformità mal-IPSAS, l-Istandards internazzjonali tal-Kontabilità tas-Settur Pubbliku;
- ii. Iżomm is-sistema ta' kontabilità tal-Ministeru, inkluż it-tnejjija ta' entraturi generali u l-immaniġġjar tat-tabella tal-kontijiet;
- iii. Jappoġġja l-immaniġġjar tas-sistemi ta' kontroll intern għal operazzjonijiet baġtarji, ta' xiri pubbliku, ġbir ta' flus u kontabilità, u jżomm u jmexxi l-assi u l-immaniġġjar tal-karta tal-bilanċ tal-Ministeru;
- iv. Jiżgura li r-regolamenti finanzjarji, il-leġiżlazzjonijiet tal-amministrazzjoni pubblika u l-politika finanzjarja jiġu rispettati;
- v. Jipparteċipa fit-tnejjija tal-baġits u t-tbassir kif meħtieġ;
- vi. Jipprepara u jissorvelja t-tnejjija tar-rapporti kif meħtieġ mill-Ministeru jew mil-leġislazzjoni, u jiffirma rapporti bħal dawn;
- vii. Jissorvelja l-funzjoni tal-pagi;
- viii. Jwettaq proċeduri ta' għeluq ta' tmiem ix-xahar, ta' tmiem kull tliet xhur u ta' tmiem is-sena, inkluż rappurtaġġ konsolidat fil-hin;
- ix. Jipprepara u jappoġġja verifika tal-kontijiet kollha minn awditur indipendenti;
- x. Jipprepara u jimmonitorja l-kontijiet tal-immaniġġjar ta' kull xahar, il-flussi ta' flus u l-projezzjonijiet;
- xi. Iwettaq kompiti u dmirijiet oħra b'appoġġ għall-bżonijiet tal-Ministeru relatati ma' kwistjonijiet finanzjarji;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jkun jiddelega lilu/ha, kif jista' meħtieġ;
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A



MINISTRY FOR FINANCE AND EMPLOYMENT  
30, MAISON DEMANDOLS, SOUTH STREET, VALLETTA

<b>Ministry</b>	<i>Ministry for Finance and Employment</i>
<b>Job title</b>	<i>Senior Manager (Financial Control)</i>

## Duties and Responsibilities

- i. Ensures compliance with IPSAS, the international Public Sector Accounting Standards;
- ii. Maintains the Ministry's accounting system, including the preparation of general ledger entries and management of the chart of accounts;
- iii. Supports the management of internal control systems for budgetary, procurement, cash collections and accounting operations, and maintains and leads on the Ministry's assets and balance sheet management;
- iv. Ensures the financial regulations, public administration legislations and financial policy are adhered to;
- v. Participates in the preparation of budgets and forecasts as required;
- vi. Prepares and oversees the preparation of reports as required by the Ministry or legislation, and signs off such reports;
- vii. Oversees the payroll function;
- viii. Performs month-end, quarter-end and year-end closing procedures, including consolidated reporting, in a timely manner;
- ix. Prepares for and supports an audit of all accounts by an independent auditor;
- x. Prepares and monitors monthly management accounts, cash flows and projections;
- xi. Performs other tasks and duties in support of the Ministry's needs related to financial matters;
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. Any other duties as directed by the Principal Permanent Secretary.