

Call for the recruitment of a Manager (Accounting & Finance)

The Office of the State Advocate is seeking to recruit a competent and suitably qualified Manager (Accounting & Finance) to assist in the financial operations of the Agency.

Qualifications and Experience Required

- A Diploma in Accountancy and / or Finance or a recognised comparable professional qualification;
- Minimum of two (2) years experience in the accounting field;
- Proficient in the use of Financial / Accounting software applications; and
- Ability to communicate in both Maltese and English.

Duties

1. Manage efficiently the day-to-day, month end record keeping and all financial transactions including capitals projects of the Agency;
2. Assist the Head of Corporate Services in the preparation of the Business and Financial Plan and the Financial Estimates, collecting and analysing material and advising her on estimate proposals. Also, assist in the compilation of the Annual Reports;
3. Coordinate and prepare revised expenditure and prepare proposals for the supplementary estimates, virements and advising on any foreseen deviation from plans regarding overspending or significant shortfall in revenue;
4. Collect revenue generated by way of fees and fines and provide assistance to the Head of Corporate Services on the reduction of arrears of revenue and compile the annual Arrears of Revenue returns;
5. Monitor and keep abreast with policies, systems, procedures and standards required by the Ministry of Finance and other Government Central Agencies and advise the Head of Corporate Services on the effects of new policies or changes to existing policies regarding expenditure, revenue and inventory control;
6. Review comments and recommendations in internal and external Audit Reports, follow them up and advise Head Corporate Services on action taken or which needs to be taken;
7. Authorise expenditure as delegated by the Head Corporate Services;
8. Submit the relevant Expenditure Budgetary Reports to the Ministry for Finance and Director Corporate Services, Ministry for Justice and Governance;
9. Submit the relevant annual returns for Arrears of Revenue, Statements of Bank Balances and other periodical returns to the Treasury Department as specified in the Treasury Financial Data Transmission Calendar issued annually; and
10. Maintain Recurrent and Capital expenditure within approved budgetary estimates (by year end).

Interested candidates must submit their Curriculum Vitae and covering letter by not later than **Tuesday 5th September 2023** via email on: recruitment.sa@stateadvocate.mt