

Ministry for Finance and Financial Services

POST OF ASSISTANT MANAGER (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 Assistant Manager (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 six (6) 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 Assistant Manager (Accounting and Finance) for those applicants entering into the grade under the eligibility provisions of paragraph 4.1 iii a or iii c is Salary Scale 12, which in the year 2020 is equivalent to €18,142 per annum, rising by annual increments of €354 up to a maximum of €20,266.

2.4 An Assistant Manager (Accounting and Finance) in Salary Scale 12 will progress to Scale 11, which in the year 2020 is equivalent to €19,350 per annum, rising by annual increments of €375.17 up to a maximum of €21,601, on attainment of the MQF Level 5 Diploma referred to in paragraph 4.1 iii b, in not more than two (2) years from the date of appointment, in failure of which, appointment would be relinquished.

2.5 An Assistant Manager (Accounting and Finance) who satisfies the eligibility provision of paragraph 4.1 iii b will be placed in Salary Scale 11, which will progress to Scale 10 (€20,603 x €407.67 - €23,049 in the year 2020) on completion of three (3) years service in the grade in Salary Scale 11, subject to satisfactory performance.

2.6 On being appointed, a successful candidate would be requested to renounce to any other application/s currently in process within the Public Service which is/are pending at the time of this appointment, without prejudice to Assistant Director calls.

2.7 Lateral applications by public officers who already hold an appointment in the same grade/position 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 application for Assistant Director calls.

2.8 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 Accounting and Finance, subject to availability of vacancies and the exigencies of management.

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

Duties

3. The duties of Assistant Manager (Accounting and Finance) include:

- i. carrying out duties related to cash and cheque transactions. This includes the timely processing of transactions, verifications, recording, adjustments, tracking and reconciliation;

- ii. ensuring that approvals are available before processing transactions, that amounts paid are correct and that procedure is followed;
- iii. dealing with basic book keeping and assisting in the preparation of accounts, such as ledger balances and other relevant submissions. This includes performing duties related to Government's transition to accrual accounting;
- iv. contributing to reviews, audits and inspections, which may include field inspections and spot checks;
- v. assisting in the compilation of publications and reports, including the compilation of evidence for legal proceedings and information for Parliamentary Questions;
- vi. assisting in budget planning and control under supervision, while bringing relevant matters to the attention of the supervising officer as necessary. This includes reviewing proposed Budgets and verifying all line items and expenditures to ensure accuracy;
- vii. assessing, under supervision, virements within the Votes as well as requests for additional funding and the Revised Estimates;
- viii. contributing to the development of project implementation including delegated processes, and to the identification of process improvements for simplification, innovation and added value;
- ix. keeping abreast with accounting standards, financial legislation and Government policies;
- x. keeping abreast with basic accounting systems, procedures and applications, and following training as directed;
- xi. coordinating and participating in meetings, taking minutes and following up on required actions;
- xii. assisting in day-to-day operations, including the management and distribution of correspondence and queries, record keeping, as well as inputting and updating of computer-based information and databases;
- xiii. any other duties as directed by the Director, the Director General and the Permanent Secretary, and;
- xiv. 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 six (6) months from engagement. Therefore, officers engaged who would not have obtained this certification within the probationary period of six (6) months will be given a one time extension of their probationary period for a period of six (6) months to successfully obtain this certification.

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. a. in possession of a recognised Diploma (MQF Level 4) in Accountancy or Business Management or Business Administration or Economics or Banking and Finance or ACCA or a recognised comparable qualification;

OR

- b. in possession of a recognised qualification at MQF Level 5 (subject to a minimum of 60 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 recognised comparable professional qualification;

OR

- c. in possession of two (2) subjects at Advanced level (one of which must include a pass in Accounting) and three (3) subjects at Intermediate Matriculation Level (one of which must include a pass in Pure Mathematics), or a recognised comparable qualification.

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

Successful candidates who are in possession of a recognised MQF Level 4 (Diploma or two (2) subjects at Advanced level and three (3) subjects at Intermediate Matriculation level, or a recognised comparable qualification) in the areas highlighted in 4.1 iii a and c, shall enter as Assistant Manager (Salary Scale 12). On appointment, appointees will bind themselves to successfully complete a recognised qualification in a related area at MQF Level 5, in not more than two (2) years, to progress to Salary Scale 11, in failure of which they would relinquish their appointment. Upon possession of a relevant MQF Level 5 as indicated in paragraph 4.1 iii b in related areas such officers shall progress to Assistant Manager (Salary Scale 11). All other progressions shall be in accordance with the provisions enshrined in the document entitled 'Working Conditions for Officers within the Managerial Stream for Qualified Personnel'.

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

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 a Service and Leave Record Form (GP 47); 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 to 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

7.1 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, in PDF format, which are to be uploaded through the Portal. The closing date for 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

7.2 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.

7.3 Successful candidates will be placed in 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 earliest.

7.4 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.

7.5 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.