



JOB DESCRIPTION

The Authority is an equal opportunities employer

<i>Position:</i> Senior Manager (Finance)
<i>Reporting as necessary to</i> Chief Executive Officer, OHSa or as delegated
<i>Subordinates</i> Other members of staff as directed from time to time by the CEO
<i>Purpose</i> To provide financial advice, lead the financial section and assist management in the decision-making process.
<i>Work environment</i> The Finance section encompasses financial planning, accounting, procurement, disbursements, invoicing and receipt of revenue generation activities, credit control and payroll. The appointee is required to direct, monitor, maintain systems and any assigned personnel within OHSa's Finance Section, in accordance with best practice and established guidelines, including relevant financial and procurement policies. OHSa has Schedule 16 Contracting Authority status. This allows OHSa to operate its own procurement team within set tendering parameters and thresholds and with the support of the Sectoral Procurement Directorate. In liaison with the CEO, or as delegated, the appointee is expected to compile Business & Financial plans, maintain budget planning and control, reporting as required. The post would require networking with the line and finance ministries on issues of funds, tranches and expenditure proposals so as to ensure timely transfers of monies. The holder of this position also needs to ensure the maximization of revenue collection from typical operational activities and that proper accounts are kept thereof. All transactions are to be affected within established timeframes. The post demands accurate and relevant statistical data, computations and projections. The incumbent would be expected to contribute to publications and reports which may stem from internal, national or international requirements, conduct detailed financial and accounting analysis, evaluations and appraisal of business processes. The appointee shall also be able to formulate informed recommendations, update policies, processes and procedures of a financial nature and ensure that legislation, regulation, policies and internal control procedures are adhered to, and that monitoring is properly implemented. The successful applicant would be required to ensure timely and accurate payroll and likewise ensure that goods, supplies and services are received just-in-time through efficient procurement strategies across the supply chain, whilst carry out periodic inventory exercises to ensure operational continuity of the Authority.
<i>Duration of Contract</i> Indefinite 40h/week Position is subject to a probationary period of twelve (12) months



Duties & Responsibilities: vide Annex 1

Specific Activities

The appointee shall be responsible for the accounting and reporting requirements of specific projects, which require such service, including, but not limited to, OHSA's awareness raising activities, OHSA's Collection of Administrative Fines, administrative fees and charges and payroll.

- Report to CEO on monthly management accounts
- Present workings for Financial Statements as per Cap.456 of Laws of Malta
- Submit online reports on the finance ministry's Financial Data Reporting System (FDRS)
- Submit online FSS reports and lodgements as necessary with CFR
- Prepare Financial & Business Plans
- Draft and prompt requests for the Quarterly Tranche to line ministry officials
- Draft terms of reply to Parliamentary Questions of a financial nature
- Assist ad hoc requests such as monitoring project funding
- Maintain adequate back-up of data for all financial items managed and implemented by project experts.
- Prepare and submit ad hoc reporting requirements such as NSO Statistics, MFE reporting.
- Identify shortcomings which might deter Recurrent and Capital expenditure to be maintained within budget and suggest efficiency gains leading to identifiable cost savings
- Support CEO to liaise with the relevant authorities, as and when may be required
- Maintain adequate back-up of data for all financial items
- List initiatives of a financial nature within the Rolling Plan of Work – a management tool.
- Prepare the annual procurement programme
- Ensure efficient internal and external communication
- Draw up financial reports and office briefs on matters related to OHSA's role, from a local as well as an international perspective
- Participate and represent the Authority in inter-departmental and governmental meetings and engage in networking activities, related to the incumbent holder's responsibilities
- Take a leading role in coordinating strategy and policy initiatives in assigned areas, including those initiated at EU level, so as to ensure that appropriate early action is undertaken to define a way forward and chart a goal plan

Supervisory - the appointee will be required to:

- Prepare work schedules and workplans for any direct subordinates and to review performance on regular basis against set objectives
- Report sectional achievements, KPIs to the CEO
- Coach and guide any subordinates in their daily work and participate in the identification of their training needs
- Ensure best attitude, behaviour, language and appearance thus portraying the best image and reputation of the Authority
- Report to the CEO, any anomalies in regard to the above.



General – the appointee will be required to:

- Follow policy and management directives
- Prepare timely financial data submissions and any other documentation
- Maintain source documents and filing to ensure continuation and audit trail
- Prompt CEO to problem areas
- Liaise with Government institutions as and when required
- Keep abreast with accounting standards, financial legislation and Government policies, accounting systems, procedures and applications, and follow training as directed;
- Participate as required in professional meetings/seminars/workshops, including training locally and abroad, and review scientific literature and preparation of technical reports and publications
- Be responsible for self-checking calculations and all workings
- Execute any other duties as may be determined from time to time by the CEO.

Direct Guidance / Supervision

- Under the direct supervision of the CEO or as delegated, who shall be available to give guidance and direction as required.

Qualifications, skills and experience required:

- **Qualifications:**

- The successful candidate must be in possession of a **Certified Public Accountant (CPA) warrant** issued by the Accountancy Board within the Ministry of Finance in terms of the Accountancy Profession Act and related Regulations;
- Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.
- The candidate is expected to be fully conversant with mainstream Office and Accounting and HR software in use at OHSA. The current software in use at OHSA is Dakar Software for payroll, SAGE v26 (line 50) for accountancy, O/S Win 10, MS Office 365 Pro.
- It is clarified that:
 - ✓ Recognised means that the qualification emanates from an accredited institution
 - ✓ Comparable means that it has been recognized as an equivalent qualification by *Malta Further & Higher Education Authority (MFHEA)* - i.e. at the same level of difficulty
 - ✓ Appropriate means that the subject-matter covered by the qualification is relevant to the area of specialization sought

- **Skills:**

- strong interpersonal skills, in particular the ability to be assertive
- strong analytical and reasoning abilities
- excellent oral and written communication skills in Maltese & English
- in possession of a valid driving license in respect of Category B (Manual)

- **Experience:**

- Three (3) years management experience or any other management experience that may be considered by the Authority, which experience must be duly sustained with relevant evidence.
- Due consideration will be given to applicants who, besides the requisites indicated above, have proven relevant work experience particularly in payroll and accountancy.



Verification and submission of Qualifications

- Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the designated mailbox at recruitment.ohsa@ohsa.mt
- Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Police conduct certificate

- Together with a hand-written letter of application, candidates are expected to submit a recent police conduct certificate (not older than 6 months).

Selection procedure

Eligible applicants will be assessed by a Selection Board to determine their suitability for the position.

Conditions of Employment:

The OHSA's Collective Agreement (CA) shall regulate all matters relating to conditions of employment other than as specified in the terms of Remuneration and other benefits

Remuneration and Other Benefits:

The Employee shall be entitled to a salary of Senior Manager of the Occupational Health & Safety Authority. In the absence of a new collective agreement which expired in December 2022, the annual salary for 2023 for a Senior Manager remains pegged to Scale 4 of *Collective Agreement for Employees in the Public Service 2017-2024*, as adjusted for 2023 (Ref. IRU 20/02/2023) to €38,980, a communication allowance of €1,600 annually and an all-inclusive transport allowance of €4,658 per annum is also applicable. Salary figures are inclusive of COLA. The Employee shall be paid an annual Performance Bonus of up to 15% per annum.

Negotiations are underway for a new CA.



Annex I - duties and responsibilities

Accountancy:

- Maintain the accounting system by entering all transactions of the entity a regular basis
- Update sales purchases and bank transactions into the accounting software
- Cross-check that all posted transactions are supported as per OHSA Financial & Procurement policy
- Maintain Suppliers and Debtors ledger
- Execute depreciation function and check that the depreciation charge is being correctly calculated in the system
- Update fixed asset register (monthly)
- Prepare management accounts by the second week of the month
- Table a Trial Balance, cashflow, list of payables, list of receivables, for monthly discussion with Management
- Prepare statements for Receivables (Debtors) and ensure that they are sent to debtors
- Prepare and timely submit VAT Returns
- Perform monthly bank reconciliations
- Furnish appointed Auditors with all financial requirements not later than the third week of January.

Payroll:

- Interpret employees' payroll data, contract terms, collective agreement provisions, incl. reimbursement of expenses
- Enter entitled fringe benefits accurately
- Compute income tax to be deducted from gross salary of employee in accordance with Final Settlement System (FSS)
- Compute NI amount to be deducted from employee's gross and corresponding amount to be contributed by employer
- Computation of net amount payable after all pre-tax & post-tax adjustments
- Preparation and electronic distribution of 4-weekly payslip and filing hard copy
- Submit and upload payment for FS5
- Maintain employee listing for bank reconciliation purposes
- Produce report showing the basic salary rate for the employee and other monthly reports
- Dispatch of reports to CEO for review and pre-approval
- Upload salary bank file for authorisation by CEO
- Process termination payments accurately and on time
- Comply with the legislation effecting the payroll process
- Perform any other task associated with the payroll cycle.

Administrative Fines (ADMF database):

- View fines daily from intimation letters referenced on ADMF database
- Post fines individually in the accounting system and record as income
- Match bank receipts, thereby updating bank balances (quarterly)
- Reconcile outstanding amounts with intimation letters database
- Write off admin fines contested in court
- A provision for doubtful debts shall be updated monthly to match the amount of admin fines still outstanding.

Travel & Transport:

- Ensure that workings and supporting documentation, in terms of disbursements of subsistence allowance and expenses are compiled as per Financial & Procurement policy, Collective agreement allowances and in line with ministry of finance direction.

Procurement:

- Supplies and services are sourced through petty cash, calls for quotations and calls for tender. The entity's workplan serves as basis for the year's procurement programme. Besides dispensing and maintaining from the petty cash account and uploading of transfers and other payments in respect of verified supplier requests for payment, the appointee shall lead a procurement team to service OHSA's requirements as per Financial & Procurement policy and in line with ministry of finance and Dept. of Contracts direction on thresholds.