

JOB DESCRIPTION

Position: *Finance Senior Officer*

Reports to: *Chief Finance and Admin Officer*

1. BASIC FUNCTIONS

The Climate Action Authority is the first of its kind, and we recognize that our success depends on a capable, committed team. We are seeking an experienced, motivated and dedicated Finance Senior Officer who will be instrumental in ensuring high standards of performance, reliability, and security across our systems.

The Finance Senior Officer will be responsible for carrying out duties assigned by the Authority, in line with its aims and objectives, and in accordance with relevant legal instruments, including the Authority Act, subsidiary national legislation, as well as applicable European Union and international frameworks.

Specifically, the Finance Senior Officer plays a crucial role in supporting the Chief Finance and Admin Officer to coordinate the financial status of the Authority, ensuring accurate financial reporting.

2. POSITION OBJECTIVES

To ensure that assigned duties are performed and fulfilled in accordance with the aims and objectives of the Authority;

To contribute towards the objectives of the Authority through effective and efficient planning, managing, controlling and fulfilling assigned duties.

3. DUTIES OF SENIOR OFFICER FINANCE

The Finance Senior Officer is responsible for the satisfactory performance of the duties in Annex A.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Structural

Responsible to the Chief Finance and Admin Officer or Line Supervisor.

The Finance Senior Officer may be required to coordinate teams within the Authority to work on specific tasks and thus be responsible for one or more other staff members.

4.2 Authority

The Finance Senior Officer is authorized to take any reasonable action consistent with the position's objectives and responsibilities, subject to directives issued by the Line Superior or their appointed representative.

4.3 Responsibility

The Finance Senior Officer is responsible for the satisfactory execution of all duties outlined withing Annex A, as well as any additional tasks or responsibilities reasonably assigned by their direct superior, provided these align with the position's requirements. They shall foster and promote a strong work ethic and a commitment to delivering high-quality services to the public.

4.4 Accountability

The Finance Senior Officer is fully accountable for all duties undertaken, including those carried out by any assigned team members. The Senior Officer's performance and effectiveness will be evaluated against the following criteria:

- Adherence to the Authority's policies, procedures, and legal requirements, as well as direction from the Chief Finance and Admin Officer or their representative next in line.
- The reliability, accuracy, and relevance of technical advice, expertise, and services provided.
- The consistent delivery of services, solutions, and support within agreed time frames.
- The proactive identification and implementation of innovative solutions, process enhancements, and forward-looking strategies that contribute to the Authority's objectives.
- Positive feedback and satisfaction from internal and external stakeholders, reflecting a collaborative, service-oriented approach.

4.5 Cooperation and Teamwork

The Finance Senior Officer shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.6 Supervision

The Finance Senior Officer will receive directives from the Chief Finance and Admin Officer or his representative.

5. **ELIGIBILITY REQUIREMENTS**

5.1 Qualifications and Experience

i) In possession of a recognised Masters degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent*) in finance, accounting, financial services, or other relevant areas as determined by Management, along with a minimum of (1) one year work experience in accounting and financial services, supported by a demonstrated track record of success

*A recognised Masters qualification with a minimum of 60 ECTS/ECVET credits is only accepted subject to an MQRIC formal Masters recognition statement being submitted with the application. A recognised Masters qualification from the University of Malta (awarded

pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to at least 60 ECTS/ECVET credits.

OR

ii) In possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent*) in finance, accounting, financial services, or other relevant areas as determined by Management, along with a minimum of (2) two years' work experience in accounting and financial services, supported by a demonstrated track record of success.

*A recognised comparable Bachelor's Qualification, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application. A recognised Bachelor's qualification from the University of Malta (awarded pre-2009) with less than 180 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC or the University of Malta that the workload is comparable to the minimum of 180 ECTS/ECVET credits.

OR

iii) Qualifications at a level lower than that specified may be accepted for eligibility purposes, provided they are specifically related to finance, accounting, financial services, or other relevant fields as determined by Management, and are supported by a minimum of three (3) years of work experience with a demonstrated track record of success.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement at application stage on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). The MQRIC is the competent body within the MFHEA that recognizes qualifications against the Malta Qualifications Framework (MQF). More information is available in the following URL: <https://mfhea.mt/academic-qualifications/>.

5.2 Other

The applicant must have:

- Ability to communicate in Maltese or/and English languages.
- Excellent negotiation and communication skills.
- Strong analytical and problem-solving abilities.
- Attention to detail and strong organizational skills.

The appointment of candidates who are not citizens of Malta may necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

5.3 Success Metrics

- Excellent negotiation and communication skills.
- Strong analytical and problem-solving abilities.
- Ability to communicate in Maltese or/and English languages.
- Successful financial management requirements as outlined in Annex A.
- Successful planning, implementation and execution of reporting obligations;
- Optimize Resources and Tools to effect work more efficiently;
- Enhance Cross-Department Collaboration;
- Proficiency in Microsoft Office Suite and other relevant software.

6. **OTHER PROVISIONS**

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

6.2 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

6.3 Submission of documentation

With application:

- i. CV
- ii. Covering letter
- iii. Scans of certificates/transcripts and/or testimonials or Jobsplus records or similar supporting work experience.
- i. MQRIC certification of equivalence in case of foreign qualifications
- iv. Scan of ID Card/ passport

At interview:

- i. Originals of certificates/transcript presented with application (for verification)
- ii. Original ID card or passport (for verification)

Prior to signature of contract of employment:

- i. Jobsplus / Identita (Identity Malta) permit to work, if applicable
- ii. Certificate of good conduct (original/s)

- 6.4 In terms of the requirements emanating from Directive 16, regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

Annex A

Duties and Responsibilities

- Responsible for the finance and accounting activities;
- Responsible for all cash management, investments, insurance, budgeting, and financial reporting, and support the Chief Finance and Admin Officer in driving the company's financial strategy;
- Ensure cash flow is compatible with operations by overseeing day-to-day accounting, recording, reporting, and internal-control activities of the organization;
- Liaise with the Procurement team to ensure that suppliers are paid within a reasonable time;
- Support the Chief Finance and Admin Officer in preparing budgetary planning, financial forecasting, and financial risk management;
- Manage financial reporting and ensure compliance with Regulations and Authority Guidelines;
- Develop and implement best practices and tools to ensure a well-controlled yet flexible organization that has strong fiscal management;
- Comply with national and local financial requirements by studying existing and new legislation and taking appropriate action;
- Coordinate with auditors to conclude the audit of the financial statements in a timely manner;
- Support the Chief Finance and Admin Officer in carrying risk management analysis of company liabilities and investments, and evaluate and manage capital structure and fundraising initiatives;
- Work with senior managers to efficiently develop annual budget proposals;
- Monitor business performance with tracking tools, establish corrective measures as needed, and prepare detailed reports for the management team, and the rest of company;
- Coordinate the preparation of the monthly management accounts, providing a comprehensive overview of the company's financial performance;
- Manage contracts with third parties;
- Report on operations performance and suggest improvements;

The Finance Senior Officer may also be required to carry out any other duty as may reasonably be directed by the Line Superior and/or his/her representative.