

| Position Description | | | |
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| Title: | Executive, Accounts | Ref: | ETC 237/2010 MPO/134/2005/31 |
| Office: | Office of Corporate Affairs | | |
| Unit: | Financial Management and Planning | Relativity: | 5 |
| Responsible to: | Manager, Accounts | | |

Overall Purpose of Position

The Executive, Accounts is responsible for assisting the Senior Executive, Accounts in applying accounting principles and procedures to analyse Malta Enterprise financial information, prepare accurate and timely financial reports and statements and ensure compliance with established accounting control procedures.

Plans and Objectives

- Assists in ensuring that Malta Enterprise financial procedures and activities are consistently compliant with the relevant legal, regulatory and organisational requirements.

Duties

- Assists in preparing budgets for Malta Enterprise and evaluating actual performance against established budgets.
- Assists in analysing revenue and expenditure trends within the various Offices and recommends appropriate budget levels to ensure expenditure control.
- Assists the Senior Executive, Accounts, in compiling and analysing financial information to prepare monthly financial statements including, balance sheet, income statement and cash flow statement, as well as budget to actual comparisons.
- Assists the Senior Executive, Accounts, in preparing financial entries including cash, receivables, payables and revenue and expense accrual entries.
- Assists the Senior Executive, Accounts in the reconciliation of all general ledger accounts, monthly receipts and all other accounts.
- Assists the Senior Executive, Accounts in monthly bank statement reconciliations.
- Assists the Senior Executive, Accounts, in identifying and resolving accounting discrepancies.
- Assists the Senior Executive, Accounts, in inputting and handling financial data and reports for Malta Enterprise automated financial systems.
- Assists the Senior Executive, Accounts, in ensuring that financial records are maintained in compliance

with established policies and procedures.

- Attends briefings and meetings as necessary.
- Prepares and presents financial reports and other documentation to senior management as requested.

Consultation

- Consults with the Manager, Accounts / Senior Executive, Accounts, especially in resolving obstacles or when dealing with issues and problems which are of a sensitive nature and / or of a strategic importance.
- Coordinates and communicates with internal and external audit functions as instructed.
- Coordinates and communicates with other internal functions and / or external entities as necessary.

Self-Improvement

- Keeps up to date with new trends, methodologies, and instruments in the field of finance and accountancy.
- Keeps up to date with latest developments within Malta Enterprise.

Other

- Performs any other job related duties as necessary or as assigned.

Supervision Received

- Direct supervision and guidance from the Manager, Accounts.
- Guidance from the Senior Executive, Accounts.

Working Conditions

- Requested to work outside office hours in crises situations and / or to meet deadlines.

Skills / Knowledge / Experience

Skills

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| Computer literacy. | High |
| Numeracy skills. | High |
| Written and verbal communication skills. | High |
| Interpersonal skills. | High |
| Organising and planning skills. | High |
| Analytical, evaluative and problem-solving abilities. | High |

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| Keen attention to detail and accuracy. | High |
| Ability to define problems, collects data, establish facts and draw valid conclusions. | High |
| Ability to set and manage priorities judiciously. | High |
| Self-motivated and shows initiative. | High |
| Ability to multi-task under tight deadlines. | High |
| Dependable, mature and shows professional conduct. | High |

Knowledge

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| Tertiary qualification in Finance or Accounting or working towards qualification. | Mandatory |
| Knowledge of accounting principles and applications. | Mandatory |
| Knowledge of appropriate accounting software. | Mandatory |
| Knowledge of auditing and financial control procedures. | Desirable |
| Knowledge of creating and assessing financial information and budget documents. | Desirable |
| Knowledge of applicable laws and regulations as they relate to accountancy. | Desirable |

Experience

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| Minimum 1 year experience in a financial / accounting environment. | Mandatory |
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