

Position Description			
Title:	Manager, Fiscal Incentives Administration	Ref No:	ETC 239/2010; MPO/134/2005/38
Office:	Office of Incentive Management		
Unit:	Incentive Administration	Relativity:	4
Responsible to:	Head, Incentive Administration		

Overall Purpose of Position

The Manager, Fiscal Incentives Administration is responsible for assisting the Head, Incentive Administration in overseeing and coordinating the administration and processing of all fiscal incentives in accordance with the relevant legal and regulatory framework in this regard. He or she will also assist in directing and guiding the tasks and activities of personnel within the Incentive Administration Unit.

Plans and Objectives

- Ensures that fiscal incentives offered by Malta Enterprise are administered fairly, effectively and transparently, and in compliance with the relevant legal and regulatory framework in this regard.

General Management

- Manages the business of the Incentive Administration Unit.
- Implements Malta Enterprise policies and procedures within the Incentive Administration Unit.
- Manages continuous improvement and change within the Incentive Administration Unit.
- Secures quality benchmarks and reviews to ensure excellence within the Incentive Administration Unit.
- Provides advice, guidance, direction and authorisation of staff with regards to plans, policies and procedures of Malta Enterprise.
- Communicates with staff to ensure responsibilities, authorities and accountabilities are defined and understood.
- Delegates responsibility as appropriate to staff.
- Provides guidance and leadership as appropriate to staff.
- Selects, supervises, trains, coaches and evaluates staff as appropriate.

Duties

- Assists the Head, Incentive Administration, in coordinating internal and external resources involved in the administration of fiscal incentives under the Malta Enterprise Act, the Business Promotion Act, the Income Tax Act and other local incentives that are administered by Malta Enterprise.
- Assists the Head, Incentive Administration, in managing and co-ordinating internal and external resources involved in the administration of incentive mechanisms obtained by Malta Enterprise through European Union financing instruments such as, the European Social Fund, the European Regional Development Fund, et al.
- Assists the Head, Incentive Administration, in administering and reviewing assistance programmes targeted at enhancing the competitive and operational capacity of firms operating within general target sectors as well as within identified niches.
- Assists the Head, Incentive Administration, in administering and reviewing assistance programmes directed to support the consolidation, rationalisation, and expansion of the existing enterprise base in Malta.
- Assists the Head, Incentive Administration, in administering and reviewing schemes with regards to Research, Development and Innovation.
- Assists the Head, Incentive Administration, in administering and reviewing other schemes that Malta Enterprise may introduce from time to time.
- Performs reviews and evaluations on each scheme and presents recommendations on how such schemes can be improved.
- Attends briefings and meetings as requested.
- Prepares and presents reports and other documentation to senior management as appropriate.

Consultation

- Consults with the Head, Incentive Administration, especially in resolving obstacles or when dealing with issues and problems which are of a sensitive nature and / or of strategic importance.
- Coordinates with other internal functions and external stakeholders as necessary.

Self-Improvement

- Keeps up to date with tools as well as solutions that may result in increased economy, efficiency and efficacy in the administration of incentive schemes.
- Keeps up to date with the latest developments within the appropriate legislation including, but not limited to, the Business Promotion Act, the Malta Enterprise Act, the Income Tax Act, et al.
- Keeps up to date with the 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 Head, Incentive Administration.

Working Conditions

- May be required to work outside office hours in crisis situations and / or to meet deadlines.

Skills / Knowledge / Experience

Skills

Computer literacy.	High
Written and verbal communication skills.	High
Communication and interpersonal skills.	High
Managerial skills.	High
Organisational and planning skills.	High
Analytical, evaluative and problem-solving abilities.	High
Ability to define problems, collect data, establish facts and draw valid conclusions.	High
Attention to detail.	High
Set and manage priorities judiciously.	High
Able to multi-task under tight deadlines.	High
Self-motivated and shows initiative.	High

Knowledge

Tertiary qualification in Accountancy, Taxation, or comparable recognised qualification.	Mandatory
Knowledge of legislation and regulations relating to Fiscal Incentive Administration such as the Malta Enterprise Act, Income Tax Act et al	Mandatory

Experience

Minimum 4 years experience in a similar environment.	Mandatory
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Proven experience in managing a team / unit.	Mandatory
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