

<b>Position Description</b>			
<b>Title:</b>	<b>Senior Executive, Accounts</b>	ETC 84/2010; MPO/134/2005/31	
<b>Office:</b>	Office of Corporate Affairs		
<b>Unit:</b>	Financial Management and Planning	<b>Relativity</b>	<b>5</b>
<b>Responsible to:</b>	<b>Manager, Accounts</b>		

### **Overall Purpose of Position**

The Senior Executive, Accounts is responsible for 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 the Manager, Accounts in ensuring that Malta Enterprise financial procedures and activities are consistently compliant with the relevant legal, regulatory and organisational requirements.

### **Duties**

- Assists the Manager, Accounts in preparing budgets for Malta Enterprise and evaluating actual performance against established budgets.
- Assists the Manager, Accounts, in analysing revenue and expenditure trends within the various Offices and recommends appropriate budget levels to ensure expenditure control.
- Compiles and analyses financial information to prepare monthly financial statements including, balance sheet, income statement and cash flow statement, as well as budget to actual comparisons.
- Prepares financial entries including cash, receivables, payables and revenue and expense accrual entries.
- Undertakes reconciliation of all general ledger accounts, monthly receipts and all other accounts.
- Undertakes monthly bank statement reconciliations.
- Identifies and resolves accounting discrepancies.
- Undertakes financial audit preparation and assists in the audit process, as and when necessary.
- Inputs and handles financial data and reports for Malta Enterprise automated financial systems.
- Ensures financial records are maintained in compliance with established policies and procedures.
- Ensures all financial reporting deadlines are met.
- Attends briefings and meetings as requested.
- Prepares and presents financial management reports and other documentation to senior management as necessary.

### **Consultation**

- Consults with the Manager 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 appropriate.
- 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.

### **Working Conditions**

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

### **Skills / Knowledge / Experience**

#### **Skills**

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
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**

Tertiary qualification in Finance, Accounting, Business Administration or equivalent.	Mandatory
Certified Public Accountant (CPA) recognition.	Desirable
Knowledge of accounting principles and applications.	Mandatory
Knowledge of appropriate accounting software.	Mandatory
Knowledge of auditing and financial control procedures.	Mandatory
Knowledge of creating and assessing financial information and budget documents.	Mandatory
Knowledge of applicable laws and regulations as they relate to accountancy.	Mandatory

**Experience**

Minimum 3 years experience in a financial / accounting environment.	Mandatory
---	-----------