



MALTA  
57/28, Abate Rigord Street, Ta' Xbiex MALTA

## Job Description for the post of Finance Manager

<b>Job Title:</b>	Finance Manager
<b>Department:</b>	Finance & Admin
<b>Location:</b>	Ta' Xbiex (main location)
<b>Post holder reports to:</b>	CEO & Treasurer
<b>Reporting to post holder:</b>	Finance Officers / Assistants
<b>Period job offered:</b>	Indefinite
<b>Overall purpose of job:</b>	To lead and manage the financial operations of the organisation
<b>Main duties:</b>	<p><u>Managing the financial operations</u></p> <ol style="list-style-type: none"> <li>1. Maintain a documented system of accounting policies and procedures in the organisation</li> <li>2. Manage outsourced functions that cater for the financial operations</li> <li>3. Oversee the operations of the accounting department and financing department</li> <li>4. Oversee the payroll system is done correctly and efficiently</li> <li>5. Oversee that all payables and receivables are well maintained</li> <li>6. Oversee that all administrative work in relation to the financial operations is effected</li> <li>7. Ensure that periodic bank reconciliations are completed</li> <li>8. Ensure that required debt payments are made on a timely basis</li> <li>9. Maintain the chart of accounts</li> <li>10. Maintain an orderly accounting filing system</li> <li>11. Maintain a system of controls over accounting transactions</li> <li>12. Be able to keep in constant contact with the CEO, and when needed the Treasurer, to keep them abreast of the above operations as needed from time to time</li> </ol> <p><u>Staff Management</u></p> <ol style="list-style-type: none"> <li>1. Ensure that any staff under his/her team are well trained and skilful to run the operations</li> <li>2. Ensure that a yearly appraisal is effected to full-time employees</li> <li>3. Manage interns and volunteers adequately</li> <li>4. Lead the team in a professional and fair manner at all times</li> </ol>

	<p><b><u>Reporting</u></b></p> <ol style="list-style-type: none"> <li>1. Issue timely and complete financial statements mainly P&amp;L and Cashflow</li> <li>2. Coordinate the preparation of the corporate annual report liaising with both the external auditor and the CEO</li> <li>3. Recommend benchmarks against which to measure the performance of company operations</li> <li>4. Calculate and issue financial and operating metrics</li> <li>5. Manage the production of the annual budget and forecasts working closely with managers</li> <li>6. Calculate variances from the budget and report significant issues to management</li> <li>7. Provide for a system of management cost reports</li> <li>8. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations and more importantly cashflow</li> </ol> <p><b><u>Compliance</u></b></p> <ol style="list-style-type: none"> <li>1. Coordinate the provision of information to external auditors for the annual audit</li> <li>2. Monitor debt levels and compliance with debt covenants</li> <li>3. Comply with local, state, and federal government reporting requirements and tax filings</li> <li>4. Liaise with all financial authorities and legal authorities, such as but not limited to the VO Commission, the VAT department, and the Inland Revenue Department</li> </ol> <p><b><u>Communication</u></b></p> <ol style="list-style-type: none"> <li>1. To communicate all financial findings and reports to both the CEO and the Treasurer</li> <li>2. To set regular frequent meetings to discuss the financial situation and viability of the organisation with the CEO</li> <li>3. To train the managers and the teams on financial procedures and needs from time to time</li> <li>4. To meet with managers at least every quarter to explain the departmental financial performance</li> <li>5. To be prepared to give presentations and reports to various stakeholders as requested by the CEO from time to time</li> </ol>
<p><b>Other responsibilities:</b></p>	<p><b><i>Appearance &amp; Hygiene</i></b></p> <ul style="list-style-type: none"> <li>• Maintains the highest standards in personal hygiene, appearance, body language, and conduct</li> <li>• Ensures that own working area is clean and tidy</li> </ul> <p><b><i>HR &amp; Training</i></b></p> <ul style="list-style-type: none"> <li>• Fosters and develops effective relations with all colleagues</li> <li>• Gives feedback to direct superiors about motivation and work challenges</li> <li>• Maintains effective internal communications</li> <li>• Attends all relevant training sessions as required</li> </ul>

- Identifies any training needs and makes recommendations to the direct superior accordingly
- Takes an active part in the performance appraisal
- Has thorough knowledge of organisation procedures and standards, and works accordingly

#### ***Safety & Security***

- Strives to reduce work related accidents within the department
- Participates in Health & Safety Training as required
- Has full and up-to-date knowledge of fire, emergency, and evacuation procedures
- Reports serious violations of Safety & Security procedures, and defective material to the CEO immediately
- Ensures that own work is carried out in a safe manner, and that own actions do not create a hazard for self and/or colleagues
- Ensures the safety of people and property by applying organisations regulations, and adhering to existing laws and regulations
- Prevents possible and probable hazards and conditions by taking corrective or preventive action

#### ***Miscellaneous***

- Avoids senseless use of work material, water, and energy
- Is aware of the position within the organisation, knowing how to carry responsibility, and helps the organisation in achieving its goals
- Finishes all requested tasks on time, and ensures that all deadlines are met
- Is fair and polite to colleagues, guests and clients; ensures and encourages teamwork; also leads by example by refraining from passing any degrading comments about colleagues, superiors, and clients
- Promotes inter-departmental harmony, teamwork, and collaboration through his/her attitude and behaviour
- Assists in additional tasks assigned by management with a positive attitude
- Is accommodating according to work exigencies, and accepts a flexible work schedule necessary for uninterrupted service to the organisation's goals
- Knows names and functions of the organisation's management team

#### ***Organisations Building***

- Ensures, the best use and practices to safeguard the organisation's building
- Takes all necessary action to prevent carelessness towards organisation's building, equipment and other assets
- Ensures that all colleagues, and contractors take good care of the organisation's property, and report any incidents to management