

JOB DESCRIPTION

Position Title:	Senior Executive I (Financial Planning & Analysis)
Reports to:	Head (Financial Planning & Analysis)
Pay Grade:	CA 3 – Senior Executive I
Department:	Finance Department

Job Summary

We are seeking a dynamic and detail-oriented individual to join our team as a Financial and Planning Analysis Junior Executive. As a key member of our finance department, you will play a crucial role in supporting financial planning, budgeting, and reporting activities. This position offers an excellent opportunity for growth and development in the field of financial analysis.

Description of main tasks

Budgeting:

- Assist in the development and maintenance of annual budgets for various departments and projects.
- Collaborate with department heads to gather budget inputs, analyze variances, and provide recommendations for cost optimization.
- Monitor budget performance against targets and prepare regular reports for management review.

Financial Reporting:

- Monitor monthly, quarterly, and annual financial reports, including income statements, balance sheets, and cash flow statements.
- Conduct variance analysis to identify trends, discrepancies, and areas for improvement.
- Assist in the preparation of financial forecasts and projections to support strategic decision-making.

Data Analysis:

- Collect, compile, and analyze financial data to support business operations and strategic initiatives.
- Utilize financial modeling techniques to evaluate business performance, identify risks, and assess potential opportunities.
- Assist in providing insights and recommendations based on data analysis to drive continuous improvement and efficiency.

Financial Planning:

- Support the financial planning process by assisting in the development of long-term financial plans, forecasts, and scenarios.
- Contribute to the preparation of presentations and materials for Financial Committees, executive reviews, and investor presentations.
- Collaborate with cross-functional teams to align financial plans with organizational goals and objectives.

Compliance and Audit Support:

- Ensure compliance with financial regulations, accounting principles, and company policies.
- Assist in the coordination of internal and external audits, including the preparation of audit schedules and responses to inquiries.
- Participate in process improvement initiatives to enhance financial controls and reporting accuracy.

Others:

- Responsible for processing and maintaining Collateral Applications
- Act as a liaison with Banks, Financial Institutions, Authorities, and other stakeholders with respect to banking forms, applications, and documentation.
- Undertake any other duties a directed by the Head or the Executive Management.

Working Conditions

- Office based.
- Might be required to undertake evening or weekend work if necessary.
- Site visits both in Malta and Gozo might be required.

Self-Development

- Pursue training in Finance and any related areas as necessary to maintain a proficient understanding of the job.
- Seek new learning opportunities to improve on talent and abilities.

Required Skills/Abilities

- Good analytical skills.
- Good research skills.
- Being well-organized and paying attention to detail.
- Strong communication and negotiations skills.
- Strong written and verbal skills with attention to detail.
- Strong procurement skills and commitment to expected results.

Academic Qualifications & Other Requirements

The required candidate should have a background in Finance, Financial Management or another related background that may be considered relevant for this post. The role calls for an academic qualification in a relevant field of study at:

- National Qualification Framework Level 6 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level.

OR

- National Qualification Framework Level 5 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level and possess a minimum of three (3) years working in a relevant area.

If the candidate does not have the necessary academic or professional qualifications but have at least ten (10) years of relevant experience in a similar role, the Company would still be interested in speaking with him/her.

Disclaimer

This job description explains the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, or knowledge. This job description is subject to change by Management as needed.