

JOB DESCRIPTION

Position Title:	Senior Executive I (Finance)
Reports to:	Head (Lead Coordinator) – Head of Finance
Pay Grade:	CA 3 - Senior Executive I
Department:	Finance Department

Job Summary

We are seeking an experienced and results-driven individual to join our team as a Senior Finance Executive. This role is pivotal in ensuring the accuracy and integrity of financial transactions, overseeing accounts payable functions, conducting reconciliations, and providing support for auditing procedures. The ideal candidate will possess strong leadership skills, a keen eye for detail, and a solid understanding of financial principles and practices.

Description of main tasks

Reconciliations:

- Oversee the reconciliation process for bank accounts, general ledger accounts, and other financial records.
- Review reconciliations prepared by team members, ensuring accuracy and resolving any discrepancies in a timely manner.
- Develop and implement reconciliation procedures to streamline processes and enhance efficiency.

Accounts Payable:

- Ownership of the accounts payable function, including processing vendor invoices, expense reports, and payments.
- Review payment requests for accuracy, proper authorization, and compliance with company policies and procedures.
- Manage vendor relationships, address inquiries, and resolve payment issues promptly.

Assisting Auditing Procedures:

- Collaborate with internal and external auditors to facilitate auditing procedures and ensure compliance with regulatory requirements.
- Prepare audit schedules, documentation, and reports as requested by auditors.
- Assist in the implementation of audit recommendations and improvements to internal controls.

Financial Analysis:

- Conduct financial analysis and provide insights to support decision-making and strategic planning initiatives.

- Analyse trends, variances, and key performance indicators to identify opportunities for improvement and cost savings.
- Prepare ad hoc financial reports and presentations for senior management as needed.

Process Improvement:

- Identify opportunities for process improvement within the finance department and recommend solutions to enhance efficiency and effectiveness.
- Implement best practices and standard operating procedures to streamline workflows and reduce manual effort.
- Lead or participate in cross-functional projects to drive continuous improvement and innovation.

Other:

- Undertake any other duties as directed by the Senior Coordinator 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.

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. The applicant should also possess a minimum of two (2) 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.