



# DIRECTOR

**(Finance)**

Jobsplus Permit Number: 1135/24

Jobsplus Vacancy Number: 413250

## Role

Science Malta needs the services of a full time Director (Finance) to direct the Finance department.

## Duties:

1. To compile information and carry out accounting and budget preparations and ensure that monthly and annual management and financial accounts are accurate and compliant prior to their completion.
2. To assist Directors/Deputy Directors in forecasting budget revenues for the Business Plan.
3. To establish departmental priorities and allocation of departmental resources and corporate plans.
4. To prepare the required supporting documentation and ensure that claims for funds from central government are submitted as necessary.
5. To prepare the strategic financial reporting process and ensure that reports are regularly submitted as necessary.
6. To manage special projects for the department as necessary.
7. To develop and implement new accounting techniques and systems to cope with the implementation of new/revised legislation.
8. To manage and monitor the accounting systems/software used within Science Malta.
9. To ensure that all procurement and expenditure is within budget and in accordance with good practice and that adequate records are maintained.
10. To ensure that all required periodical reporting requirements are met (to the CEO, to FMMU, to NSO, etc.).
11. To manage special projects for Science Malta and ensure that completed and accurate project claims are submitted.
12. To prepare and manage budget for all Science Malta programmes.
13. To manage travel requests and authorize as necessary.
14. To oversee the computation of monthly salaries and record tax payments including yearly FSS documentation, in a timely manner.
15. To prepare quarterly VAT returns for Science Malta and its Entities, in a timely manner.
16. To file the necessary annual forms with MBR, CFR and other entities as may be required, in a timely manner.
17. To manage and assist auditors in completion of Science Malta and its Entities audits.
18. To manage cash reconciliations, cash handling and cash deposits.

19. To supervise and mentor the finance team, ensuring they have the resources and guidance needed.
20. Other duties as assigned by the Chief Executive Officer, Senior Director (CSU) and/or their delegate.
21. To prepare necessary reports and other documentation related to financial matters.
22. To perform other job-related duties as assigned. The list is not exhaustive, and management may change or add tasks if and when required and according to the exigencies of Science Malta and its subsidiaries.

## **Requisites:**

MQF Level 7 qualification in Finance or Accounts, or ACCA or an appropriate, recognised, comparable qualification from a recognised and accredited University (MQRIC if applicable) and four (4) years' relevant work experience of which one (1) year in a management position.

**OR**

MQF Level 6 qualification in Finance or Accounts, or ACCA or an appropriate, recognised, comparable qualification from a recognised and accredited University (MQRIC if applicable) and six (6) years' relevant work experience of which two (2) years in a management position.

With respect to qualifications produced in response to this call for applications, applicants are required to request a recognition statement from the Malta Qualifications and Recognition Information Centre (MQRIC). The application form may be downloaded from the MQRIC section on the Malta Further and Higher Education Authority website ([www.mfhea.org.mt](http://www.mfhea.org.mt)). Such statement should be attached to the application and the original presented at the interview.

## Working Conditions:

Starting salary is €43,994 per annum.

- Career advancement opportunity;
- Opportunity for external training sponsorship;
- Parking Facility;
- Teambuilding activities.

## How to Apply

Interested applicants are to email their Europass CV and a copy of their academic certificates to [recruitment.xjenzamalta@gov.mt](mailto:recruitment.xjenzamalta@gov.mt), by not later than cob **Thursday 6th February 2025**. Late and/or incomplete applications will not be processed.

By applying for this position, you are agreeing to the data practices for the collection, use and disclosure of your Personal Information in accordance with the Science Malta Privacy Policy [http:// xjenzamalta.gov.mt/our-privacy-policy/](http://xjenzamalta.gov.mt/our-privacy-policy/). You can withdraw your consent at any time by sending us an email through [recruitment.xjenzamalta@gov.mt](mailto:recruitment.xjenzamalta@gov.mt).