

## **Malta Competition and Consumer Affairs Authority**

### **Position of Head Finance**

**(MCCAA/HR/10/2015)**

#### **Job Description**

The Head Finance is responsible for the overall financial control and planning of the Authority. This official provides ongoing professional financial advice and support to the Chairman, Board of Governors and other top management in meeting or exceeding the overall financial and strategic objectives of the Authority.

#### **Duties and responsibilities**

According to article 5(4) of Cap 510 of the laws of Malta, the Corporate Services of the Authority, its administration and organization and administrative control of its officers and employees are the responsibility of the Chairman. Therefore, the following duties and responsibilities are to be carried out as delegated by the Chairman.

- Defining standards, policies, procedures, measures and enhancements to support the Authority in achieving its financial goals effectively.
- Advising the Chairman on the strategic vision including fostering and cultivating stakeholder relationships on national and EU levels, as well as assisting in the development and negotiation of contracts.
- Assessing the benefits of all prospective contracts and advise the Chairman and involved stakeholders on programmatic design and implementation matters.
- Leading in the planning and preparation of the annual budget of the Authority.
- Formulating financial targets and budgets in accordance with the strategy set out in the Authority's Business Plan.
- Providing direction and leadership to the finance unit.
- Ensuring that the Authority's financial functions are managed according to legislation, policies, procedures, financial regulations and international accounting standards.
- Establishing and maintaining policies and procedures directed towards having a stable cash flow.
- Ensuring the provision of timely, complete and accurate information and reports to assist management in effective decision making and sound strategic planning.

- Taking ownership of relevant financial and business risks.
- Overseeing all purchasing and payroll activity.
- Developing and implementing strong internal controls in all aspects pertaining to financial management, risk management and asset control.
- Developing and maintaining systems of internal controls to safeguard financial assets of the organization.
- Responsible for the supply chain.
- Supervising the compilation and preparation of the Authority's financial statements and reports.
- Developing and assisting in the development of financial plans, forecasts and other finance related areas including the gathering, interpretation and preparation of data for reports and recommendations.
- Ensuring that all financial activities are directed towards profitability, growth and sustainability.
- Monitor banking activities of the Authority.
- Performing other duties as assigned by the Chairman or his designated representative.

### **Qualifications and Experience Required**

By the closing time and date of this call for applications, applicants must be:

in possession of a recognised post-graduate degree (Masters) at MQF Level 7 in accountancy or an appropriate, recognised, comparable qualification, plus three (3) years relevant work experience

**OR**

in possession of a recognised first degree at MQF Level 6 in accountancy or an appropriate, recognised, comparable qualification, plus five (5) years relevant work experience.

Qualifications at a higher level than that specified above will be accepted for eligibility purposes provided they meet any specified subject requirements.

Relevant management work experience will be considered an asset.

Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (vide reference to respective link).