

**JOB DESCRIPTION**

**Position:** *Projects Officer - Accounts*

**Malta Resources Authority**

**1. Basic Functions**

The Project Officer is responsible for assisting the Financial Controller in the day-to-day running of the Accounts Department. S/he is mainly required to carry out general accounting and book-keeping duties, including inputting transactions, performing reconciliations and issuing reports.

The Project Officer reports to the Financial Controller or to any other officer as may be designated by the Chief Executive Officer.

**2. Position objectives**

- To perform book-keeping, accounting and other tasks under the supervision of the Financial Controller;
- To assist in the fulfilment of the Authority's financial reporting obligations;
- To participate in the execution of any of the Authority's functions as required, in so far as compatible with the post and qualifications of the Project Officer.

**3. Duties**

The officer will be required to perform the following duties:

- 1.1 maintaining the Authority's day-to-day accounting records;
- 1.2 handling of accounting transactions, invoices and credit notes;
- 1.3 reconciling of records;
- 1.4 handling of cash transactions including petty cash;
- 1.5 maintaining of office documents and files;
- 1.6 processing of payments and cheques, bank transfers and receipts;
- 1.7 collecting and paying cash and is responsible for such collection and payments and for the keeping of relative records;
- 1.8 scrutinising, checking and cross-checking basic accounts, claims and returns;
- 1.9 preparing returns, accounts or statistics in a prescribed form;

- 1.10 preparing monthly management accounts and other periodic financial reporting;
- 1.11 preparing analysis of accounts as requested;
- 1.12 assisting in the preparation of budgets, estimates and financial forecasts;
- 1.13 assisting in the implementation and maintenance of internal financial controls and procedures;
- 1.14 assisting in the compilation of other ad hoc information required by management;
- 1.15 assisting in the administration and reporting of projects and schemes in which the Authority is involved from time to time;
- 1.16 carrying out any other duty as may reasonably be directed by the Financial Controller.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties as directed by the respective head/CEO. The responsibility level of any duties should not exceed those outlined above.

### **3. ORGANISATIONAL RELATIONSHIPS**

#### **2.1 AUTHORITY**

The officer has the authority to make any reasonable action consistent with position objectives and responsibilities and subject to any direction given by the respective head and/or his/her representative.

#### **2.2 RESPONSIBILITY**

The officer is responsible for the satisfactory performance of all the above duties.

#### **2.3 ACCOUNTABILITY**

The Officer is accountable for all the activities assigned to him/her. The performance and effectiveness of the appointee will be gauged by considering the following:

- the achievement of target dates set in works programmes and agreed with the respective head and/or his/her representative;
- the successful operation of the unit within budgetary constraints;

- the degree of co-operation existing between the various Groups/Sections in the Unit and to other Units of the Authority;
- within the constraints of the existing infrastructure, the degree of service provided to consumers;
- the degree of cost-effectiveness in producing results;
- quality of work done.

#### 2.4 SUPERVISION

The Officer will receive directions from the respective head and/or his/her representative, as the need may arise and in terms of broad outlines.