

## INDIS Malta Job Description



<b>Position Title:</b>	<b>Chief Financial Officer</b>
<b>Reports to:</b>	Chief Executive Officer
<b>Pay Grade:</b>	Chief Officers
<b>Division:</b>	<b>Finance Department</b>
<b>Job Summary</b>	
<p>The Chief Financial Officer (CFO) is responsible for managing, controlling, and coordinating the activities and initiatives of INDIS Malta Ltd (INDIS) overall finance function, whilst providing high-level financial advice and guidance. The CFO will also be responsible for managing and coordinating the tasks of the Finance Division.</p>	
<b>Description of main tasks</b>	
<p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Works with the Chief Executive Officer (CEO) to deliver proactive and strategic plans and schedules.</li> <li>• Works with the CEO and other Divisions in the development and implementation of INDIS annual financial plan.</li> <li>• Works with the CEO in the formulation and development of financial policies, procedures, and programmes for INDIS.</li> <li>• Directs the operations of the Finance Division within INDUS and ensures that these are in support of the company's business and processes.</li> <li>• Oversees the financial management of the Finance Division and ensures its operations are within the budget allocated.</li> <li>• Plans, organized, controls and direct all financial operations and activities within INDIS.</li> <li>• Ensures that adequate financial controls are set in place and that substantiating documentation is approved and available such that all financial activities/expenditures pass independent and governmental audits.</li> <li>• Analyses and reviews budgetary and financial data and controls and authorizes expenditures in accordance with established limitations.</li> <li>• Oversees all purchasing and payroll activity within INDIS.</li> <li>• Oversees all payment s pertaining to client claims resulting from incentive schemes.</li> <li>• Monitors and oversees all banking activities by INDIS.</li> <li>• Ensures a continuous and adequate cash flow to meet INDIS needs.</li> <li>• Establishes, manages, and coordinates all fiscal reporting activities for INDIS and ensures that these are continuously updated.</li> <li>• Participates in the analysis of trends to identify opportunity for expansion and projections of future company growth.</li> <li>• Analyses trends to identify and promote opportunities for cost-efficiency within INDIS.</li> <li>• Escalates any unusual/disquieting financial trends, and recommends appropriate corrective action as appropriate</li> </ul>	

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- Provides high-level financial expertise, information, and assistance to Senior Management within INDIS.
- Provides input and participates in procurement and contract processes.
- Assists and participate in internal and/or external audits as appropriate.
- Maintains and develops a financial strategy to achieve organizational objectives, delivers and monitors this strategy.
- Established and implements INDIS policies and standards related to finance.
- Provides financial advice to Senior Management in the formulation and implementation of policies to ensure that INDIS and its employees comply with required laws and regulations.
- Ensures compliance by INDIS with all legal and statutory requirements.
- Recommends appropriate changes to business and enterprise support legislation that facilitate the attainment of INDIS strategic objectives.
- Investigates compliance issues and coordinates responses to regulatory inquiries or examinations.
- Monitors and coordinates contractual matters to ensure their swift and effective resolution.
- Represents INDIS and its Senior Management in financial matters.
- Provides financial advice to INDIS Management on related legislation.
- Reviews, introduces, and manages robust tenant and lease administration framework, including legal and contractual matters, to secure optimal return on investment.
- Reviews and amends contracts to ensure most appropriate measures to safeguard INDIS rights.
- Reviews contractual documents as requested.
- Manages the business of the Finance Division and ensure its smooth running in line with INDIS goals and objectives.
- Provides leadership to employees within Finance Division and any other employees falling under his/her remit to ensure responsibilities, authorities and accountabilities are defined and understood.
- Draws up the business plan for the Finance Division.
- Identifies Key Performance Indicators and Key Performance Targets of the Finance Division.
- Secures quality benchmarks and reviews to ensure excellence within the Finance Division.
- Provides input and advice to other work colleagues as may be required.
- Provides training to INDIS employees on financial topics and financial best practices.
- Prepares and presents reports and other documentation to Senior Management as necessary.
- Attends briefings and meetings as necessary.
- Carries out any other duties that may be required from time to time.

### **Consultation**

- Consults with the Chief Executive Officer, in resolving issues and problems which are of a sensitive nature and / or of a strategic importance.
- Coordinates and communicates with external stakeholders as appropriate.
- Coordinates and communicates with others to ensure best use of shared resources.

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<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Self-Improvement</b></p> <ul style="list-style-type: none"> <li>• Keeps up to date with new trends, instruments, and methodologies in relation to Public Procurement Regulations that could potentially impact on INDIS goals, objectives, and efficiency in this regard.</li> <li>• Keeps up to date with the latest developments within INDIS.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Performs any other job-related duties as necessary or as assigned.</li> </ul>
<p><b>Supervision Received</b></p> <ul style="list-style-type: none"> <li>• Direct supervision and guidance from Chief Executive Officer.</li> </ul>
<p><b>Qualifications</b></p> <p>The required candidate should have a solid background in Financial Management, or another related background which may be considered relevant for this post.</p> <p>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 recognised professional qualification at a comparable level.</p> <p>The applicant should also possess a minimum of five (5) years working in a relevant area.</p> <p>In possession of a Warrant to practice as <i>Accountant</i> as regulated by the provisions of the Accountancy Profession Act (Cap. 281 of the Laws of Malta).</p> <p>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.</p>

**Disclaimer:** *This job description defines 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, knowledge, etc. These are subject to change as needed by Management.*

June 2022

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