

INDIS Malta Ltd

Job Description



Department:	Finance
Unit:	Financial Management
Position Title:	Lead Coordinator (Financial Management)
Reports to:	Chief Financial Officer
Pay Grade:	IRU 4 – Head (IRU Management Structure 2022 – 2026)

Job Summary

The Officer is responsible for leading, reviewing, participating in all accounting and financial processing activities within INDIS Malta, and ensuring that all accounting procedures and activities within INDIS are consistently compliant with the relevant legal/ regulatory and organizational requirements.

The officer is also responsible for managing, supervising and guiding the personnel within the Financial Management Unit.

Description of main tasks

Duties

- Heads the Financial Management Unit which *inter alia* include the accounting, tax and processing function.
- Prepares monthly management accounts and reports including balance sheet, income statement and cashflow statement, annual financial statements and tax filings.
- Preparation of budgets and evaluates actual performance against established budgets.
- Manages and monitors grant expenditures, supervises and reviews grants billings and reporting, analyses spending versus budget variances and makes necessary adjustments for budget compliance.
- Analyses revenue and expenditure trends within the various functions and recommends appropriate budget levels to ensure expenditure control.
- Liaises and participate in any exercises carried out by external auditors, internal auditors, banks, regulatory and governmental authorities/departments.
- Oversees the completion of financial entries including cash, receivables, payables and revenue, and expense accrual entries.
- Reviews request for payments for accuracy and the proper authorisation.
- Reviews revenue, expense, payroll entries, invoices and other accounting documents.
- Monitors and reviews accounting and related system reports for accuracy and completeness.
- Identifies and resolves accounting discrepancies.
- Reconciles financial discrepancies by collecting and analysing account information.
- Prepares and presents reports and other documentation in a timely and accurate manner to Senior Management as requested.
- Monitors and reviews the bank reconciliation of all the bank accounts and ensures that the bank balances are always adequate to meet the day-to-day funding requirements of the company. This includes but not limited to drawdowns from the project related loans, effect online payments to the suppliers and payroll.
- Originates claims for payment/reimbursement under subvention voting lines of the GoM.
- Monitor and reconcile payments of EU Funded projects (ERDF).
- Act as a signatory of the company if required to do so by the Board.
- Contributes towards the achievement of the objectives of INDIS.
- Implements INDIS Malta policies and procedures within the finance function.
- Manages and heads the continuous improvement and change within the finance function.
- Provides advice, guidance/ direction, and authorization to staff with regards to plans, policies and procedures of INDIS Malta
- Communicates with staff to ensure responsibilities, authorities and accountabilities are defined and understood.

Disclaimer: This job description describes 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.

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<ul style="list-style-type: none">• Delegates responsibilities as appropriate to staff.• Provides guidance and leadership to staff.• Supervises, trains, coaches, and evaluates staff as appropriate.• Performs any other job-related duties as necessary or as assigned that may be required from time to time.
Consultation <ul style="list-style-type: none">• Consults with the CFO and/or any other designated person, 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.
Self-Improvement <ul style="list-style-type: none">• Keeps up to date with new trends, accounting standards, tax legislation, instruments and methodologies in relation to the role and that could potentially impact on INDIS Malta Ltd goals, objectives and efficiency in this regard.• Keeps up to date with the latest developments within INDIS Malta Ltd.
Supervision Received <ul style="list-style-type: none">• Direct supervision and guidance from CFO and/or any other designated person as necessary.
Working Conditions <ul style="list-style-type: none">• May be required to work outside office hours in crisis situations and/or to meet deadlines.
Qualifications <ul style="list-style-type: none">• Fully Qualified Accountant• Proven experience of working similar environments will be considered as an asset.