

**Document A**
**JOB DESCRIPTION**

<b>Department</b>	<b>Finance Department</b>
<b>Unit</b>	<b>Accounting Team</b>
<b>Job Title</b>	<b>Executive I (Finance)</b>
<b>Reports to:</b>	<b>Senior Executive I</b>
<b>Pay Grade:</b>	CLA 5 (Collective Agreement 2022 – 2026)
<b>Job Summary</b>	
<p>The main purpose of the function is the administration and monitoring of existing property of INDIS Malta to ensure the efficient use within the policy parameters and the tenant's agreements. The incumbent will also carry out support work with business development processes, research related to tenants' satisfaction, and supporting any new initiatives in relation to business development activities.</p>	
<b>Accountability and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Keeps a detailed inventory of all assets and tenants of INDIS so that the information will be provided to management if and when requested, and also for any other reporting required.</li> <li>• Meets with tenants to discuss operational needs, make recommendations, and show properties adequate for the approved use.</li> <li>• Maintain a continuous open dialogue with all tenants or resolve issues to avoid escalation.</li> <li>• Contributes towards the compilation of files required for the execution of tenancy agreements.</li> <li>• Together with the Lead Senior Property Executive ensure that properties are allocated within time frames agreed with tenants and raise issues which could impact INDIS reputation arising from delays in allocation.</li> <li>• Meets with tenants at end of the lease period or renewal date to determine physical condition of the property and lease terms and to submit recommendations as appropriate.</li> <li>• Work closely with the Technical Department to secure and board up property to ensure appropriate protection.</li> <li>• Keep an updated list of property inventory clearly outlining vacant and occupied properties.</li> <li>• Custodianship of property keys and maintain a log on use by INDIS employees to avoid misplacement.</li> <li>• Keep an updated list of projects that are awaiting allocations through Malta Enterprise Letter of Intent (LOI's).</li> <li>• Prepare papers for the Allocation Committee and Board Meetings as requested from time to time.</li> <li>• Ensure that the '<i>benifikati</i>' list is reviewed and updated monthly.</li> <li>• Ensures that appropriate action in relation to insurance of the property and liability matters is taken.</li> <li>• Assisting with coordination between INDIS and the various Tenants Associations and Foundations.</li> </ul>	

- Contributes towards the compilation of files required for the execution of tenancy agreements.
- Secures and cordons off sites to ensure protection of INDIS Property.
- Evaluates business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
- Consult, coordinate and communicate with other departments within INDIS as necessary to ensure proper execution of duties, to avoid miscommunication and duplication of work.
- Prepare presentations and reports, and participates in meetings as required or as directed.
- Undertake any other duties as directed by the CO Property Management, his delegate or Management.

#### Working Conditions

- Office based.
- Might be required to undertake evening or weekend work if necessary.
- Site visits both in Malta and Gozo is required.

#### Self-Development

- Pursue training in business and commerce and any related areas as necessary to maintain a proficient understanding of the job.
- Seek new learning opportunities to improve on talent and abilities.

#### Required Skills/Abilities

- Good analytical skills.
- Good research skills.
- Being well-organised and have attention to detail.
- Strong communication and networking skills.
- Strong written and verbal skills with attention to detail.
- Ability to show initiative and commitment to expected results.

#### Qualifications & Experience Required

The required candidate should have a background in Finance, Financial Management or another related background that may be considered relevant for this post.

The role calls for an academic qualification in a relevant field of study at:

- National Qualification Framework Level 5 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level. AND The applicant should also possess a minimum of three (3) years working in a relevant area.

OR

- National Qualification Framework Level 6 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level.

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.

#### Disclaimer

*This job description explains 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, or knowledge. This job description is subject to change by Management as needed.*