

Document A
JOB DESCRIPTION

Position Title:	Head (Finance Planning & Analysis)
Unit:	Finance Planning & Analysis Unit (FP&A)
Reports to:	Chief Financial Officer
Pay Grade:	Head – IRU Grade 4 (INDIS D7 2022-2026)
Department:	Finance Department
Job Summary	
<p>The Financial Planning and Analysis (FP&A) Head at INDIS Malta Ltd, will play a crucial role in providing strategic financial insights, analysis, and planning to support the company's growth and profitability. The Head will work closely with the Chief Financial Officer and other departments to drive informed decision-making, optimize financial performance, and enhance INDIS shareholders value.</p>	
Description of main tasks	
<p>Duties</p> <ul style="list-style-type: none"> • Develop, maintain, and continuously improve the company's financial planning and forecasting processes. Create detailed financial models to support short-term and long-term strategic planning. Including compilation of documentation required by the Ministry for Finance, Line Ministry and other Government Entities. • Lead the annual budgeting process, ensuring alignment with strategic objectives. Monitor budget performance, identify variances, and recommend corrective actions in collaboration with Financial Control Unit. • Conduct in-depth financial analysis, including revenue and expense trends, profitability, cost analysis, and return on investment assessments. Provide insights to senior management on key financial metrics. • Evaluate potential investments and development projects. Assess their financial feasibility, risk, and return profiles. Prepare comprehensive investment proposals. • Prepare and distribute regular financial reports, dashboards, and presentations for senior management and investors. Highlight key performance indicators and trends in collaboration with Financial Control Unit. • Manage cash flow forecasting and optimization. Ensure adequate liquidity to meet financial obligations and capital needs. 	

- Collaborate with the Chief Financial Officer to develop and refine the company's financial strategy. Provide recommendations on capital allocation, financing options, and risk management.
- Ensure compliance with accounting standards, regulations, and company policies.
- Together with the Chief Financial Officer, manage relationships with other operational departments and relevant stakeholders to ensure business partnering. Manage and prioritise demand.
- Build and lead a high-performing FP&A team. Provide mentorship, guidance, and professional development opportunities to team members.
- Carries out any other duties that may be required from time to time.

Consultation

- Consults with the Senior Management, 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.

Self-Improvement

- Keeps up to date with new trends, instruments and methodologies in the Financial Market that could potentially impact on INDIS goals, objectives, and efficiency in this regard.
- Keeps up to date with the latest developments within INDIS.

Supervision Received

- Direct supervision and guidance from Chief Financial Officer as necessary.

Working Conditions

- May be required to work outside office hours in crisis situations and / or to meet deadlines.
- Work on site/site visits are required both in Malta and Gozo.

Qualification

The required candidate should have a solid background in Financial Management, economics, accountancy 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 6 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level.

The applicant should also possess a minimum of three (3) years working in a relevant area.

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 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.