



<b>Ministeru</b>	Ministeru għall-Edukazzjoni u l-Isport
<b>L-impjeg</b>	Assistant Manager

MINISTERU GHALL-EDUKAZZJONI U L-ISPORT  
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

### Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Assistant Manager fi hdan id-Dipartiment tal-People Management jinkludu:

- i. Jassisti fl-operat finanzjarju ta' kuljum tal-iskola, inkluż pagamenti, invoicing, rikonciljazzjonijiet u rekords finanzjarji;
- ii. Jamministra u jzomm is-sistema tal-Finanzi E1, jiżgura d-dhul, ir-rappurtar u l-osservanza preċiża tad-data mar-regolamenti u l-proċeduri finanzjarji applikabbli;
- iii. Jassisti fil-monitoraġġ tal-baġits, in-nefqa u l-allokazzjonijiet finanzjarji;
- iv. Jassisti fil-proċessi tal-procurement, kwotazzjonijiet, ordnijiet u dokumentazzjoni tas-suppliers skont ir-regolamenti pubbliċi tal-procurement;
- v. Iżomm rekords finanzjarji relatati ma' direct orders, spejjeż relatati mal-akkomodazzjoni, tenders u proċeduri ta' procurement;
- vi. Jassisti fit-thejjija tal-audit, monitoraġġ tal-compliance u implimentazzjoni tar-rakomandazzjonijiet;
- vii. Jiproċessa pagamenti, claims tal-overtime, pagamenti tal-coaches, kontijiet tal-utilitajiet u tranżazzjonijiet finanzjarji oħra relatati mal-iskola;
- viii. Jiċċekja l-entries tas-sistema mad-dikjarazzjonijiet bankarji u l-bilanċi tas-suppliers filwaqt li jidentifika diskrepanzi u jibda azzjonijiet korrettivi;
- ix. Jissorvelja u jzomm rekords għal proġetti, attivitajiet, kuntratti u dhul u nfiq fl-iskejjel skont il-proċeduri stabbiliti;
- x. Jiġġenera rapporti finanzjarji ta' kull xahar, ammont ta' xhur u annwali u jipprepara summaries tal-impenji u dokumentazzjoni oħra għal skopijiet ta' audits;
- xi. Jassisti fil-manutenzjoni ta' rekords tal-inventarju u finanzjarji u jiżgura l-preċiżjoni tad-data;
- xii. Jipprovdi appoġġ finanzjarju u amministrattiv lill-Kap tal-Iskola, lill-istaff tal-iskola u lill-istaff amministrattiv kif meħtieġ;
- xiii. Jiżgura li d-dmirijiet kollha relatati mal-accounts isiru taħt id-direzzjoni u bl-approvazzjoni tal-Kap tal-Iskola;
- xiv. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.



MINISTRY FOR EDUCATION AND SPORT  
GREAT SIEGE ROAD, FLORIANA, MALTA

<b>Ministry</b>	Ministry for Education and Sport
<b>Job title</b>	Assistant Manager

### **Duties and responsibilities**

The duties of an Assistant Manager within the People Management Department include:

- i. Assist in the school's day-to-day financial operations, including payments, invoicing, reconciliations and financial records;
- ii. Administer and maintain the E1 Finance system, ensuring accurate data entry, reporting and compliance with applicable financial regulations and procedures;
- iii. Assist in the monitoring budgets, expenditure and financial allocations;
- iv. Assist in procurement processes, quotations, orders and supplier documentation in accordance with public procurement regulations;
- v. Maintain financial records related to direct orders, hospitality expenses, tenders and procurement procedures;
- vi. Assist with audit preparation, compliance monitoring and implementation of recommendations;
- vii. Process payments, overtime claims, coaches' payments, utility bills and other school-related financial transactions;
- viii. Reconcile system entries with bank statements and supplier balances while identifying discrepancies and initiating corrective actions;
- ix. Monitor and maintain records for school projects, activities, contracts and income and expenditure in accordance with established procedures;
- x. Generate monthly, quarterly and annual financial reports and preparing commitment summaries and other documentation for audit purposes;
- xi. Assist in the maintenance of inventory and financial records and ensuring data accuracy;
- xii. Provide financial and administrative support to the Head of School, school staff and administrative staff as required;
- xiii. Ensure that all accounts related duties are carried out under the direction and with the approval of the Head of School;
- xiv. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xv. Any other duties as directed by the Principal Permanent Secretary.