

## **JOB DESCRIPTION**

**Position:** *Head Finance*

**Reports to:** *Chief Financial and Admin Officer*

### **1. BASIC FUNCTIONS**

The Climate Action Authority is the first of its kind in Europe, and we know our excellence depends on our staff. Our leadership needs an experienced and dedicated Head Finance to drive workflows and ensure high levels of performance amongst the team. The Head Finance is responsible for the fulfilment of duties within the Climate Action Authority, as assigned to them, and in line with the aims and objectives of the Authority and in accordance with relevant legal instruments, including, *inter alia*, the Authority Act, subsidiary national legislation, and European Union and international legal instruments as may be applicable.

Specifically, the Head Finance plays a crucial role in coordinating the financial status of the Authority, ensuring accurate financial reporting.

### **2. POSITION OBJECTIVES**

- To ensure that assigned duties are performed and fulfilled in accordance with the aims and objectives of the Authority;
- To contribute towards the objectives of the Authority through effective and efficient planning, managing, controlling and fulfilling of assigned duties.

### **3. DUTIES OF HEAD FINANCE**

The Head Finance is responsible for the satisfactory performance of the duties in Annex A.

The Head Finance shall foster, promote and contribute to a culture of work ethic and service to the public and suppliers.

#### **4. ORGANISATIONAL RELATIONSHIPS**

##### **4.1 Structural**

Responsible to the Chief Financial and Admin Officer.

The Head Finance may be required to coordinate teams within the Authority to work on specific tasks or projects and thus be responsible for one or more other staff members.

##### **4.2 Authority**

The Head Finance has the authority to take any reasonable action consistent with position objectives and responsibilities and subject to any direction given by the Line Superior or their representative.

##### **4.3 Responsibility**

The Head Finance is responsible for the satisfactory performance of all the above duties.

##### **4.4 Accountability**

- The Head Finance is accountable for all the duties undertaken. The performance and effectiveness of the appointee will be gauged by considering the following:
- The provision of technical advice and expertise within budgets
- The provision of services within the agreed time frames
- The sensitivity to concepts of cost-effectiveness and added value
- Meticulous attention to detail and the ability to work to a high level of accuracy
- Highly organised and an efficient executor
- The ability to work under pressure and to tight deadlines
- Effective communicator and keeps the Chief Financial and Admin Officer updated on progress and issues
- Experience of recruiting and managing a team of finance professionals
- Sound knowledge of accounting standards (Local GAAP/IFRS)
- Proficient in accounting software (i.e. - Xero or equivalent)
- Compliance, governance and controls oriented
- High level of professional and ethical standards
- Strong analytical and spreadsheet skills (Google sheets and/or MS Excel)

#### 4.5 Cooperation and Teamwork

The Head Finance shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

#### 4.6 Supervision

The Head Finance will receive directives from the Chief Financial and Admin Officer or their representative.

#### 4.7 Success Metrics

- Achievement of key performance indicators related the associated role;
- Achievement of key performance indicators related to revenue growth, market share, and profitability;
- Successful implementation and execution of financial initiatives;
- Strengthen the Authority's financial performance.

### 5. **ELIGIBILITY REQUIREMENTS**

#### 5.1 Qualifications and Experience

- A bachelor's degree in accounting or equivalent qualification in finance, banking/financial services, business, economics, accounting, risk management or a related field preferably with minimum of 7 years of working experience and 4 years in a leadership role with a demonstrated track record of success.
- Experience related to accountancy, finance or related fields, is highly desirable.
- Qualifications at a level higher than that specified will be accepted for eligibility purposes, provided they meet any specified subject requirements.

A Masters' qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent. A recognised Masters' qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Masters' recognition statement being submitted with the application. A recognised Masters' qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

## 5.2 Other

The applicant must have:

- Ability to communicate in Maltese or/and English languages.
- Excellent negotiation and communication skills.
- Strong analytical and problem-solving abilities.
- Attention to detail and strong organizational skills.
- Proficiency in Microsoft Office Suite and other relevant software.

The appointment of candidates who are not citizens of Malta may necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

## 6. **OTHER PROVISIONS**

6.1 This appointment is subject to a probationary period of twelve (12) months.

6.2 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

6.3 Submission of documentation

With application:

- i. CV
- ii. Covering letter
- iii. Scans of certificates/transcripts and/or testimonials or Jobsplus records or similar supporting work experience.
- iv. Scan of ID Card/ passport

At interview:

- i. Originals of certificates/transcript presented with application (for verification)
- ii. Original ID card or passport (for verification)
- iii. MQRIC certification of equivalence in case of foreign qualifications

Prior to signature of contract of employment

- i. Jobsplus / Identita (Identity Malta) permit to work, if applicable
- ii. Certificate of good conduct (original/s)

- 6.4 In terms of the requirements emanating from Directive 16, regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

## **Annex A**

### **Duties and Responsibilities**

- Responsible for the finance and accounting activities;
- Take responsibility for all cash management, investments, insurance, budgeting, and financial reporting, and support the Chief Financial and Admin Officer in driving the company's financial strategy;
- Ensure cash flow is compatible with operations by overseeing day-to-day accounting, recording, reporting, and internal-control activities of the organization;
- Prepare budgetary planning, financial forecasting, and financial risk management;
- Manage financial reporting and ensure compliance with Regulations and Authority Guidelines;
- Develop and implement best practices and tools to ensure a well-controlled yet flexible organization that has strong fiscal management;
- Comply with national and local financial requirements by studying existing and new legislation and taking appropriate action;
- Ensure all regulatory reports are submitted;
- Coordinate with auditors to conclude the audit of the financial statements in a timely manner;
- Foster relationships with banks, financial institutions, Ministry of Finance and stakeholders alike;
- Work with senior managers to efficiently develop annual budget proposals;
- Research revenue opportunities and economic trends, analyse internal operations, and identify areas for cost reduction and process enhancement;
- Perform risk management through analysis of company liabilities and investments, and evaluate and manage capital structure and fundraising initiatives;
- Monitor business performance with tracking tools, establish corrective measures as needed, and prepare detailed reports for the management team, and the rest of company.
- Manage contracts with third parties.
- Report on operations performance and suggest improvements.
- Identify routes for revenue generation for the Authority.

The Head Finance may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.