



ASSET RECOVERY BUREAU M A L T A

FINANCE

About the Function

The Finance function supports the effective financial and administrative management of the Asset Recovery Bureau. It is responsible for maintaining accounting and financial records, supporting budget preparation and financial reporting, processing payments and invoices, administering payroll, assisting with procurement processes and contributing to financial audits. The function also helps ensure that the Bureau's financial resources, bank accounts and relevant administrative systems are managed accurately, efficiently and in accordance with applicable requirements.

Manager (Finance)

Role Overview

- Oversee the Bureau's day-to-day financial and related administrative activities, including its accounting systems, bank accounts, income, expenditure and payments.
- Support the preparation of annual budget estimates, annual accounts, financial reports and other budgetary submissions.
- Administer payroll and ensure that employee records and related financial information are maintained accurately and confidentially.
- Process invoices, payments and purchase orders, and provide support with finance-related procurement administration.
- Monitor expenditure against allocated budgets and identify opportunities for improved efficiency and cost savings.
- Support internal and external financial audits and develop or review relevant financial and administrative policies, procedures and standard operating procedures.
- Maintain accurate financial records, inventories and statistics, and participate in relevant meetings, conferences and training activities.

Eligibility Requirements

Applicants must satisfy one of the following requirements*:

- A First Degree qualification at MQF Level 6; OR
- A Diploma qualification at MQF Level 5; OR
- A pass in two (2) Advanced Level qualifications and six (6) Ordinary Level qualifications, including Accounts.

The eligibility requirements outlined below are provided for guidance purposes only. Specific qualifications, experience and other requirements may vary between vacancies. Applicants should always refer to the relevant vacancy notice and job description, which shall prevail in the event of any discrepancy.