

**Expression of interest to perform duties as  
Accounts Support Officer at the Valletta 2018 Foundation**

*In accordance with clause 3.1 of the current Collective Agreement, nomenclatures denoting the male gender include also the female gender.*

1. In line with the concept of job mobility across the wider public sector, which enhances the learning experience of the individual whilst addressing the exigencies of the public sector, expressions of interest are being sought from suitable public officers and public sector employees to perform duties as cited below, for a period of three (3) years which could be renewed.

2. Since this position falls under para 7 (4) i., being a project-based function in terms of Subsidiary Legislation 452.81, entitled 'Contracts of Service for a Fixed Term Regulations 2007, then this constitutes an objective reason for the Employee not to attain indefinite status in terms of the said Regulation.

3 Eligible Officers (see eligibility at 8.1 below) are thus invited to submit their expression of interest to perform such duties. Eligible Public Officers, detailed / deployed / on loan to Public Sector Organisations, may also apply. Applications must be invariably submitted through the Head of Department / Entity for information purposes only. Successful Public Sector employees must make their own arrangements for their release prior to accepting any undertaking.

4. The **Accounts Support Officer** forms part of the **Valletta 2018 Foundation**. The main duties are :

- i) Assisting management in the implementation of financial management reforms, particularly those relating to accrual accounting;
- ii) Processing invoices and other payments, and authorising departmental requisitions, Local Purchase Orders and Payment Vouchers;
- iii) Processing virements of funds across budgetary items and raising Transfer Schedules and Transfer and Adjustment Vouchers through the Departmental Accounting System;
- iv) Compiling periodic reports including quarterly accrual accounting reports, monthly revised estimates, Treasury cashflow projections and other financial reports as required;
- v) Reviewing management accounts, cash flow statements and other financial reports presented to the Corporate Services Directorate;
- vi) Supervising and assisting as necessary in the issue and closing of overseas travel advances and the subsequent reimbursement procedures, where applicable;
- vii) Assisting in select duties related to EU funds;
- viii) Assisting management in the daily running of the Accounts Unit;
- ix) Providing supervision to staff members performing duties under his/her responsibility;
- x) Performing any other duties that may be assigned by the Valletta 2018 Foundation

5 The selected candidate shall, for the period during which he/she is performing such duties, be accountable to the Executive Director, where he/she is deployed.

6 The salary attached to the position shall be **at €18,000** per annum.

7. Eligible applicants will be interviewed by a Selection Board to assess their suitability to carry out such duties.

8.1. Applicants must, by the closing date of submission of the application, be in possession of, or have been approved for a recognised diploma, at MQF Level 5, in Accounting or a related area, or an appropriate recognised comparable qualification.

8.2. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application or sent separately to the Executive Director, Valletta 2018 Foundation, Exchange Buildings, Republic Street, Valletta by the closing date.

8.3. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

8.4. (a) With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.

(b) Applicants who are not in possession of the recognition statement may still apply, provided that they submit a copy to the receiving Entity as soon as this is available but, in any case, by not later than one week from the closing date of the Expression of Interest. Applicants who, for reasons beyond their control, fail to present the required statement within the one-week period stipulated above, may request the receiving entity to extend the time limit by a further period which, in any case, may not exceed one week. Reasons for delay should be clearly stated.

(c) Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website ([www.mqc.gov.mt/mqric](http://www.mqc.gov.mt/mqric)). In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC. In such a case the applicant shall be given one month to procure the statement, subject to the possibility of extension as provided for in sub-paragraph (b) above.

9. Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Cap 413), even if they do not fully satisfy the eligibility requirements; this provided they can carry out, in essence, the duties related to the position/s applied for.

Representations in terms of this clause should be attached to the application form and supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations

are merited. All correspondence is to be addressed to the receiving entity and copied to the NCPD.

10. Applications, supported by the necessary documentation, which should include a detailed C.V., and where applicable a Service and Leave record form (GP 47), are to reach the Executive Director, Valletta 2018 Foundation, Exchange Buildings, Republic Street, Valletta, by hand or by post, by not later than noon (Central European Time) of **Friday 31st July 2015**. Scanned copies of the application and the relevant documentation sent electronically on **info@valletta2018.org** are acceptable

11 ( a ) Applications delivered by hand will be acknowledged in writing and a receipt will be issued at the time of delivery.

( b ) Applications sent via email will be acknowledged immediately.

( c ) Applications by post should be sent by registered mail and in sufficient time to ensure delivery by the closing date. These will be acknowledged in writing within five (5) working days from receipt.

( d ) In the absence of an acknowledgment within five (5) working days from the closing date of applications, it is the responsibility of applicants concerned to confirm with the receiving entity, at the above address, receipt of their application by the closing date.

12. Selected Officers will be required to sign an undertaking signifying their commitment to the assignment for which they are selected.