



## Career Opportunity

Enemalta plc is the leading energy services provider in the Maltese Islands, entrusted with the distribution of electricity and the development of the national electricity distribution network.

We are committed to the ongoing development of a highly-skilled, diligent team of staff to maintain an effective level of service to our customers. As part of this process, we are inviting motivated individuals interested in joining our Company to apply for the post of:

### Executive Director Finance and Legal

[Jobsplus Permit No. 646/2018]

Further details about this position including key responsibilities and requisites are available on our website.

If you are interested in this opportunity, send an application letter and an updated CV to our Human Resources Department by email on [hr.em@enemalta.com.mt](mailto:hr.em@enemalta.com.mt), by noon on **Monday 18th February 2019**.

All applications will be acknowledged and treated in strictest confidence.

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Central Administration Building, Church Wharf, Marsa MRS 1571.

T: 8007 2224

[www.enemalta.com.mt](http://www.enemalta.com.mt)



## POSITION DESCRIPTION

**Position Title: Executive Director Finance & Legal**

### **Position Purpose**

The Executive Director Finance & Legal shall be responsible for overseeing and directing the overall financial control and planning of the Company. This role entails the provision of ongoing professional financial advice and support to the Chief Executive Officer and senior management in meeting or exceeding the overall financial and strategic objectives of the Company. This role is also accountable to ensure that the Company complies with all legislation and regulations applied to its line of business.

### **Key Responsibilities**

- Defines standards, policies, procedures, measures and enhancements to support the Company in achieving its financial goals effectively;
- Leads in the planning and preparation of the annual budget;
- Formulates financial targets and budgets in accordance with the strategy determined by the Board of Directors;
- Provides direction and leadership to the Finance Department;
- Ensures that the Company's financial functions are managed according to legislation, policies, procedures, financial regulations and international accounting standards;
- Establishes and maintains policies and procedures directed towards having a stable cash flow;
- Ensures the provision of timely, complete and accurate information and reports to assist management in effective decision-making and sound strategic planning;
- Takes ownership of relevant financial and business risks;
- Guarantees that the Company makes best use of resources and that customers are receiving value for money;
- Develops and implements strong internal controls in all aspects pertaining to financial management, risk management and asset control;
- Leads the procurement team to carry out a comprehensive review of the purchasing and procurement methods, functions and methodologies, and to identify and implement improvements;
- Supervises the compilation and preparation of the Company's financial statements and reports;

- Develops and assists in the development of financial plans, forecasts and other finance-related areas including the gathering, interpretation and preparation of data for reports and recommendations;
- Advises on the proper allocation of resources;
- Ensures that all financial activities are directed towards profitability, growth and sustainability;
- Oversees the legal, regulatory and compliance functions and resources to ensure that corporate goals, strategies and priorities are achieved;
- Directs and oversees the operations of the legal, compliance and regulatory affairs departments ensuring high standard of practice, timely and accurate advice and compliance to legislation and regulations;
- Develops and implements corporate compliance policies, governance, processes and controls;
- Ensures compliance with all relevant regulatory and business quality, health, safety and environmental management policies, procedures and controls adopted throughout the Company;
- Provides advice on relevant legislative and/or regulatory changes and implement changes in the Company's policies and procedures to be in-line with new legislation and regulations;
- Assists with disputes and litigation;
- Advice on commercial, corporate and labour issues and negotiate with external parties on behalf of the Company, where needed or appropriate;
- Attends and presents results to Board of Directors meetings when required;
- Performs other duties as assigned by the Chief Executive Officer or the designated representative.

### **Skills & Competencies**

- Leadership skills;
- Strong legal, regulatory and compliance background;
- Excellent communications skills;
- Excellent budgetary knowledge and experience;
- Analytical skills;
- Strategic and Risk Management orientation;
- Building trust and long-term relationships;
- Sound decision-making and excellent problem-solving skills;
- Change management skills;
- Negotiation skills;
- Coaching and Mentoring skills.

## **Qualifications**

- MQF Level 6 qualification in Accountancy with 10 years related work experience
- **Or**
- MQF Level 7 qualification in Accountancy with 7 years related work experience

## **Areas of Responsibility**

- Finance Management
- Financial Control
- Risk Management
- Procurement
- Tender Evaluation
- Legal
- Estate Management
- Regulatory Affairs
- Health and Safety
- Security
- Quality Assurance
- Revenue Assurance

## **Working Relationships**

*Within the Company:* Chairman  
Chief Executive Officer  
Executive Directors  
Management Team  
Finance, Legal and Compliance Teams

*Outside the Company:* Financial Institutions  
External Auditing Firms  
Financial Consultants  
Law Firms  
Malta Financial Services Authority  
Local and Foreign Banks' Trade Unions  
Government Entities  
Office of the Ombudsman  
Courts of Justice  
Regulator for Energy and Water Services  
Environment and Resources Authority

Planning Authority  
Occupational Health and Safety Authority  
ARMS Ltd  
Water Services Corporation

*Reports to:* Chief Executive Officer

*Direct Co-workers:* Deputy Executive Director Finance & Legal  
Divisional Manager Finance / Financial Controller  
Procurement Manager  
Manager Legal  
Manager Revenue Assurance  
Manager Compliance  
Other officials as may be required from time to time

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