



## **CAREER OPPORTUNITIES**

Enemalta plc is the leading energy service 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:

### **Professional Executive (Accountant)**

(Jobsplus Permit No. 281/2019)

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

If you are interested in this opportunity, kindly 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 not later than Monday 13<sup>th</sup> May 2019 (noon).

All applications will be acknowledged and treated in strictest confidence.

#### **Enemalta plc**

Administration Building, Church Wharf, Marsa MRS 1571

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

<b>JOB DESCRIPTION</b>	
<b>Designation:</b>	<b>Professional Executive (Accountant)</b>
<b>Department:</b>	<b>Finance</b>
<b>Responsible to:</b>	<b>Respective Manager and/or Divisional Manager</b>

## **1. Basic Functions**

- Manage graduate support staff within the Finance Department or any other department as required.
- Specifically will be responsible:
  - To ascertain that all accounting transactions are properly carried out and recorded appropriately;
  - To compile and classify proper financial documentation;
  - To ensure a smooth and efficient operation of the Finance Department;
  - To liaise with his/her superiors, subordinates and external parties to ensure proper communication within the Department;
  - To verify, ascertain and validate all transactions on the accounts under his/her responsibility;
  - To prepare and compile management accounts, statutory returns and other reports as may be required.

## **2. Position Objectives**

- Assist the Divisional Manager, Managers or other parties as required.
- To enhance internal policies and procedures.
- Analysis and interpretation of relevant laws, procedures and regulations that impact the Company.
- To co-ordinate the operations of the Finance Department.
- To ascertain that the Company maintains proper accounting records.
- To provide reports and other information that may be required from time-to-time.
- To develop and maintain constantly improving relationships with customers and third parties.
- To ensure that all Finance staff is working towards the objectives assigned.
- To relate and liaise with other Departments and/or Sections within the Company.
- To relate and liaise with other external organisations such as the NSO, MRA, WSC, MFEI and auditors.
- To liaise with the auditors during the audit of the accounts.
- Analyse all accounting records and ensure financial data is reliable and gives a true and fair view of the financial position.
- To participate actively in the investigation, training and consultancy of the Company.

- To make the most efficient use of resources to achieve the above.

### **3. Duties and Responsibilities**

- General finance-related duties within the Company.
- General accounting functions including accounting entries, petty cash, accounts payable and receivables, reconciliation and controls.
- Preparation of the depreciation schedules for the various fixed asset categories and the preparation of the relative journals.
- Enforce financial rules and regulations together with defined codes of practice.
- Preparation of management accounts and assistance in preparing budgets.
- Monitor capital expenditure.
- Monitor the performance of other sections.
- Prepare reports as required from time-to-time.
- To compile and submit returns such as the VAT return and the MRA Licence requirements.
- Manage and foster relations with across corporate functions.
- Facilitate communications with other units in the organisation.
- Assist in the setting of the respective departmental budgets.
- Compile the audit file in a professional manner. This should include breakdown/explanation and analysis of every balance sheet item and major profit and loss headings.
- Control and chase overdue accounts.
- Support the monitoring and control of departmental staff and resources.
- Assist in the definition of staff requirements, training needs and appraisal.
- Foster teamwork and trust while avoiding conflict between staff.
- Taking disciplinary action where and when required.
- To follow Continuous Professional Development (CPD) programmes prescribed by the Company.
- To report to the respective Manager or Divisional Manager, on all matters concerning his/her responsibility.
- Carry out any other duty assigned by the respective Manager or Divisional Manager as required.
- Ensure compliance with current developments in the Accountancy Profession.
- Design and construct reporting requirements as may be deemed necessary from time to time.
- Ensure proper compliance with internal controls and put forward improvements to current controls.
- Ensure compliance with the Profession's Code of Ethics.
- Assume responsibility to identify developments in the profession and their impact on the Company's financial statements.
- Establish Key Performance Indicators (KPIs) and the supervision and monitoring thereof.

- Notice and point out any trends that may be identifiable within the Company's data warehouse.
- Construct and identify useful reports addressing the Company's exposure to foreign exchange and oil market trends.

#### **4. Training**

If any of the duties mentioned are not within the competence of the Professional Executive (PE) (Accountant) the Company should provide adequate training.

#### **5. Organisational Relationships**

##### **5.1 Structural**

- Responsible to the respective Manager or Divisional Manager as required.
- Directs the activities of the section/s that he/she is responsible for.
- Interact with other sections and entities outside the organisation as required.

##### **5.2 Authority**

- The PE (Accountant) has the authority to take any reasonable action consistent with his/her position objectives and responsibilities and subject to any direction given by the respective Manager or Divisional Manager.

##### **5.3 Responsibility**

- The PE (Accountant) shall be responsible for the satisfactory performance of all tasks and duties assigned to him/her. All this shall be within the constraints of parameters and performance criteria that exist from time to time.

##### **5.4 Accountability**

- The PE (Accountant) shall be accountable to the respective Manager or Divisional Manager.
- The performance and effectiveness of the appointee will be gauged by considering the following:
  - The achievement of target dates set in work programmes;
  - The successful operation of the above within budgetary constraints;

- The degree of co-ordination between the various sections under his/her responsibility;
- The successful operation of the Accounting Section with particular view to provide all the necessary information required by the auditors in carrying out the audit;
- The participation in Continuous Professional Development (CPD) programmes conducted by the Company and/or other bodies;
- Initiative and innovation demonstrated;
- Timeliness in the preparation of management accounts and other statutory reports or other reporting requirements.

### **5.5 Supervision**

- The PE (Accountant) shall be expected to carry out his/her duties with initiative and with minimum supervision from his/her superiors.
- The PE (Accountant) shall be expected to supervise juniors and subordinates within his/her section as directed by the immediate superior/s.

## **6. Qualifications**

- Applicants must possess a Bachelor's degree (MQF Level 6) from the University of Malta or equivalent in Accountancy.
- The candidate will be required to obtain his/her warrant according to the provisions of the Accountancy Act which may prevail from time to time.
- The ideal candidate should demonstrate good problem-solving skills and be able to work on his/her own initiative.

## **7. Experience**

- Preferably applicants should have three (3) years post-graduate work experience.