Position Description

‘Appendix A’

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Administration Officer - Finance</th>
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</thead>
<tbody>
<tr>
<td>Organisation:</td>
<td>Fondazzjoni Kreattività</td>
</tr>
<tr>
<td>Responsible to:</td>
<td>Administration Executive and Business Development Director</td>
</tr>
<tr>
<td>Department:</td>
<td>Administration Unit</td>
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</table>

Overall Purpose of Position

The Administration Officer - Finance shall work across all levels of the Fondazzjoni, providing an informed, professional and efficient service on all aspects of human resources management and strategy, as determined by the Chairman of the Fondazzjoni’s Board of Governors and the Business Development Director. *This includes partnering with senior staff to identify Administration and Finance priorities as recommend appropriate people management solutions in relation to organisational development, culture and change to deliver outcomes and manage issues.* The Administration Officer / Finance ensures that the delivery of programmes and initiatives is closely aligned with Fondazzjoni’s vision and goals. The Officer must also ensure that the Fondazzjoni complies with the Accountancy Profession Act and preparation of financial statements can be made in accordance with the General Accounting Principles for Small and Medium-Sized Entities (GAPSE).

Core Responsibilities

The Administration Officer - Finance duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Responsibilities:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence e-mail, letters and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Submit and reconcile expense reports
- Provide information by answering questions and requests
- Take dictation
- Research and creates presentations
- Generate reports
- Handle multiple projects
- Prepare and monitor invoices
- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Organize travel arrangements for senior managers
- Write letters and emails on behalf of other office staff
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the reception desk when required
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Coordinate office procedures
- Reply to email, telephone or face to face enquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Receive, sort and distribute the mail
- Answer telephone calls and pass them on
• Manage staff appointments
• Coordinate repairs to office equipment
• Greet and assist visitors to the office
• Photocopy and print out documents on behalf of other colleagues

Supplementary responsibilities

• Assist in administrative work within the respective unit or any other work and/or tasks that may be required by the Fondazzjoni.

Self-improvement

• Acts to be well informed and up-to-date Administration and Finance related practices, policies and issues;
• From time to time the Officer shall attend for training related to the position

Other/s

• Must be an ambitious self-starter with high energy, motivation and great interest in within the sector.

Supervision Received

• Direction from the Business Development Director;
• Management from the Executive - Administration.

Working Conditions

• Will be required to work late or on weekends or public holidays to meet deadlines.

Competencies

Knowledge

• A good understanding of how the cultural sector functions;
• A good understanding of how the procurement in the public sector functions;
• Identify skills and techniques that can assist the Business Development Director in communicating effectively;
• Identify best practices for using technology as a communication channel;
• Must have a good understanding of accounting systems software.

Skills

• Strong follow-up skills;
● Must be a very good team player;
● Expressive;
● Demonstrate ethical behavior: “Know the right things to do and doing it”;
● Able to establish relationships throughout the organization and maintain those relationships;
● Ability to build a network of relationships with other organizations and prospective employees;
● Excellent interpersonal and verbal skills; good writing skills; good sense of humor;
● Able to give and receive feedback constructively;
● Able to act as flexible while maintaining key principles;
● Must be computer proficient & have effective presentation skills;
● Strong budgeting and financial management skills;
● The ability to manage one’s own time;
● A strong work ethic, stamina and passion;
● Dedication and enthusiasm for creative ideas;
● Ability to work within time and budget constraints.

Qualification & Experience

● must be in possession of two (2) 'A' Levels or equivalent or higher, one (1) of which must be in Accountancy or similar;
● Ideally 4 years’ experience in a similar role;
● Fluent in both Maltese and English is a must;
● Assist in the overall function of the Finance and Admin department;
● Ability to work independently, make decisions and use initiative;
● Ability to organise, set priorities and meet deadlines;
● Clean employment conduct;
● Driving Licence.
Position Contract and Salary

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Contract of Employment

The Position Administration Officer - Finance will be in Grade 7 of the salary structure 2019 – 2022, on an indefinite contract.

Remuneration

The remuneration to the position will be as follows:

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>Annual Disturbance Allowance</th>
<th>Annual Performance Bonus</th>
<th>Government Bonus</th>
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<tbody>
<tr>
<td>2020 €17,318.00</td>
<td>-</td>
<td>-</td>
<td>Full entitlement</td>
</tr>
<tr>
<td>2021 €17,855</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>2022 €18,407</td>
<td>-</td>
<td>-</td>
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The Administration Officer / Finance will be paid thirteen (13) salaries per annum. The annual increase will be included with the first salary payment of each year, whilst the Annual increment will included with the first salary payment of the year from the day of employment.

The officer will be fully entitled for the Government Bonus, Annual Vacation leave and Sick Leave as stipulated by Laws of Malta.