



Executive (Finance & Procurement)

External Call Ref. No.: CRP-2022-01

Jobsplus Permit Number: 593/2022

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We are currently on the lookout for a full-time Executive (Finance & Procurement) to support the Finance & Procurement functions within the Corporate Department of servizz.gov Agency. The selected candidate will be appointed on an indefinite contract basis and the starting annual basic salary attached to this position is €21,436 with annual increments.

The Role

Reporting directly to the Senior Manager (Finance & Procurement), the selected candidate shall be responsible for various finance and procurement activities, including but not limited to: raising and issuing purchase orders, checking and processing supplier invoices, assisting in the monthly payment run to suppliers, carrying out reconciliations on supplier statements, maintaining financial documentation in a proper and organised manner, drawing up data and documentation for reporting purposes, assisting in bank reconciliations, drafting and evaluating tenders, CfQs and RfQs, and constantly monitoring the Agency's inventory to ensure that all assets are compiled and maintained.

The selected candidate is expected to be flexible and to respond to the different emerging needs of the Agency efficiently and effectively.

A more detailed job description may be obtained by sending an email on hr.servizz@gov.mt.

Qualifications

By the closing date of this call for applications, applicants must be in possession of:

- At least one (1) subject at Advanced Level and two (2) subjects at Intermediate Level which must include Accounts;

OR

- Six (6) Ordinary Level certificates with good pass grades (1-5 or A-C) which must include English, Maltese, Mathematics and Accounts, plus two (2) years relevant work experience in finance and procurement.

AND

- The selected applicant must be proficient in Microsoft Office applications as well as in the Maltese and English languages.

Applicants in possession of foreign qualifications are to produce with their application a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further and Higher Education Authority (MFHEA).

How to Apply

Interested candidates are to submit a letter of application together with their curriculum vitae and copies of their qualifications either via email on hr.servizz@gov.mt or via conventional mail to the following address: **servizz.gov, The Victoria Centre, Level 2, Valletta Road, Mosta, MST 9012.**

Notice

Applications will be accepted until **Friday 11th November 2022.**