

<b>Entity</b>	<i>servizz.gov Agency</i>
<b>Job title</b>	<i>Executive (Finance &amp; Procurement)</i>



## Duties and responsibilities

- i. Raises and issues Purchase Orders from the accounting system;
- ii. Checks and processes suppliers' invoices;
- iii. Assists in the monthly payment run to suppliers in line with the Agency's Financial Policy;
- iv. Carries out reconciliations on supplier statements;
- v. Maintains financial documentation in a proper and organised manner;
- vi. Draws up data and documentation for reporting purposes as directed by the Senior Manager (Finance & Procurement);
- vii. Assists in bank reconciliations;
- viii. Deals with requests and seeks quotations for the purchase of goods and services as requested by Management by using the appropriate forms;
- ix. Drafts, publishes, evaluates and awards tenders, CfQs and RfQs;
- x. Compiles and updates the list of new and existing awarded procurement contracts as required by the Sectoral Procurement Directorate and Department of Contracts;
- xi. Monitors and manages existing contracts to ensure compliance with the contract obligations;
- xii. Maintains relationships with suppliers and serves as the Agency's single point of contact for matters concerning contracts;
- xiii. Ensures that all Hubs send the reports in accordance with the SOPs issued by the Corporate Department;
- xiv. Ensures minimum stock levels of items consumed by the Agency and controls the release of such items. Proper care shall be exercised to ensure that the quantities requested match the real needs of the Agency;
- xv. Ensures that all goods and services delivered to the unit are in accordance with the request for purchase and any difference should be reported to the Senior Manager (Finance & Procurement) immediately;

- xvi. Manages the Head Office's petty cash;
- xvii. Updates the Agency's inventory ensuring that all assets inventories are compiled and maintained;
- xviii. Acts as Secretary for the Agency's Asset Disposal Committee;
- xix. Attends to filing and other clerical responsibilities assigned by the Senior Manager (Finance & Procurement) and Head (Corporate & Training).

*Other duties*

- xx. Participates and represents the Agency in meetings (internal and external) as recommended by the Senior Manager (Finance & Procurement), Head (Corporate & Training) and Chief Executive Officer;
- xxi. Other job-related duties as assigned by the Senior Manager (Finance & Procurement), Head (Corporate & Training) and Chief Executive Officer from time to time.