JOB DESCRIPTION – ASSISTANT MANAGER FINANCE

Department : Finance Department

Reports to : Director - Financial Control

Main Objectives of the Job:

Reporting to the Director - Financial Control, the role of the Assistant Manager - Finance is to process all documentation and data of prime accounting entry and provide assistance in all accounting and financial matters of the MTA. The Assistant Manager will also assist and support the Director - Financial Control in the daily duties, with the objective of having an efficient and robust financial control reporting structure in order to safeguard the financial assets of the Authority.

Main Duties and Responsibilities:

The employee must have working knowledge and experience in at least two of the following sections within the Finance Department:

- Revenue & Debtors' Control – must ensure that all revenues generated by the Authority are properly accounted for, all payments received are reconciled and properly allocated, and the approved credit control policy strictly adhered to;
- Expenditure & Creditors' Control – must ensure that all purchase invoices received are properly authorised and accounted for, and all payments are made within the agreed credit terms;
- Banking & Cashiering – all cash and bank takings are properly accounted for and reconciled to periodic bank statements, and all variances reconciled and reported as necessary;
- Payroll – all employees' emoluments are properly calculated and paid in a timely manner.

The employee must also :

- Perform other Reporting & other Accounting & Auditing tasks as may be directed by the Director - Financial Control from time to time;
- Update the Director - Financial Control on a daily basis, on all accounting & financial control work-related issues;
- Be responsible to maintain a good relationship with all members of staff;
- Perform any other duties that may be assigned from time to time.

Competencies:

The employee must:

- Have an assertive character and be smart in appearance;
- Be able to communicate and write well in the Maltese and English languages;
- Have proven analytical skills and good report writing skills;
- Possess a sound knowledge of Accounting principles and functions;
- Possess sound working knowledge of all Microsoft applications;
- Have the ability to work efficiently and effectively in a team;
- Be self-motivated and continuously willing to improve him/herself;
- Be result and goal oriented and able to achieve the targets set by the Authority;

- Be committed to work at high standards, be proactive and give assistance as required;
- Be able to adhere to set deadlines;
- Possess excellent time management and problem-solving skills;
- Be efficient under pressure and adaptable to conflict resolution;
- Be willing to further enhance his/her education and skills through departmental training ensuring personal growth and development within the Authority.

Qualifications & Experience:

Applicants must be:

- In possession of a recognized post-graduate degree (Masters') at MQF level 7 (subject to a minimum of 60 ECTS), or an appropriate, recognized, comparable qualification in Accounting, Finance, Business Management, Banking or a related subject area;

OR

- In possession of a recognized first degree at MQF level 6 (subject to a minimum of 180 ECTS), or an appropriate, recognized comparable qualification in Accounting, Finance, Business Management, Banking or a related subject area and two (2) years relevant work experience in related fields of Accounting.

Working Conditions:

The position of **Assistant Manager Finance** is on an indefinite basis and subject to a probationary period of twelve (12) months, with a salary of €30,516 per annum and a yearly increment.

In addition to the Salary, the **Assistant Manager Finance** shall be entitled to:

- Assistant Manager allowance;
- Performance Bonus of up to 8% of basic salary;
- Health Insurance;
- Savings Plan Policy (after probation)

Note:

a) *With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the National Commission for Further and Higher Education (NCFHE), or by any other designated authority, as applicable.* ***Such statement should be attached to the application and the original presented at the interview****.*

b) *Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the National Commission for Further and Higher Education website (https://ncfhe.gov.mt).*

c) *MTA is an equal opportunity employer and commits itself to select the right candidates irrespective of gender, ethnicity, culture, religion, income, marital status, sexual orientation, age, class, or disability.*

Submission of Applications

Interested candidates are required to submit the following documents:

- An up-to-date, detailed Europass CV
- Copies of academic certificates and/or transcripts

Applications, together with the above-mentioned documents, should be sent to the Human Resources Department on vacancies.mta@visitmalta.com by Tuesday 17th November 2026.

Late applications will not be considered.

Jobsplus Permit Number 590/2026