



## CALL FOR APPLICATION

# College Finance & Procurement Administrator

### 1. General

- 1.1 The Rector of St Augustine College, on behalf of the Prior Provincial of the Maltese Augustinian Province, invites applications for the full-time post of College Finance & Procurement Administrator for St Augustine College.
- 1.2 We are an Augustinian Community inspired by the spirit of the great Saint Augustine of Hippo. We are a loving community built on the values of the Gospel. We are a caring community committed to the principles of inclusion. We are an educational community believing in each other's potential to improve and excel. The mission statement is that: In a loving and caring environment, we cultivate strong moral and spiritual convictions and academic excellence to our young men.

All this based on Augustinian values, the most important of which are: love; interiority; humility; devotion to study; pursuit of truth; freedom; community; common good; generous service; friendship; prayer; journey; search for God.

St Augustine College has two campuses: Primary campus in Marsa, and Secondary campus in Pieta.

## **2. Purpose and Duties**

2.1 The roles and responsibilities of the College Finance & Procurement Administrator for St Augustine College shall include, but not limited to:

- coordinate and prepare the budget and financial forecasts and report variances;
- prepare and publish timely periodic management accounts;
- coordinate the preparation of regulatory reporting;
- research technical accounting issues for compliance;
- support periodic-end and year-end close process for the auditors;
- ensure quality control over financial transactions and financial reporting;
- manage and comply with local, state, government reporting requirements and VAT filings;
- develop and document business processes and accounting policies to maintain and strengthen internal controls;
- coordinate EU funding and projects;
- coordinate College projects;
- implementing controls - reconciling creditors' statements, reconciling bank balances, monitoring financial records including petty cash, accounts receivable, bank deposits, and reconciliations;
- issue the necessary payments with an implemented control;
- liaise with debtors and creditors;
- carry out cost control duties;
- manage all accounting operations including the accounting staff, while developing and monitoring procedures and manage people available within the department to reach optimal efficiency and output in order to achieve the roles and responsibilities, while ensuring even distribution of tasks according to roles, responsibilities and competences;
- coordinate and having the overall responsibility of the monthly College payroll ensuring a reliable, accurate and timely service;
- operate office equipment and software (such as SAGE) to create/maintain correspondence, spreadsheets, databases, and reports;
- prepare, process, file and maintain correspondence, records, reports, forms, and work orders;
- prepare plans for the purchase of equipment, services and supplies;
- prepare any related technical specifications for the procurement of goods and services;
- develop procurement strategies that are cost-effective;
- source and engage reliable suppliers and vendors;

- follow and enforce the college's procurement policies;
- review, compare, analyse and recommend products and services to be purchased;
- approve purchase orders and organize and confirm delivery of goods and services;
- perform risk assessments on potential contracts and agreements;
- maintain accurate purchase records;
- develop and maintain a fixed asset register;
- ensure that the standard operating procedures and the College's financial policies are adhered to;
- respond to enquiries and take/relay messages;
- communicate positively and effectively, and interact as a collaborative and consultative team member;
- understand and act in accordance with Education policies and procedures, including those of the Secretariat for Catholic Education;
- representing the Rector in seminars/conferences/meetings locally and abroad with regards to these matters;
- maintain confidentiality; and
- performing any other duties according to the exigencies of St Augustine College as directed by the Rector.

2.2 The College Finance & Procurement Administrator is directly accountable to the Rector and the Maltese Augustinian Province and its structures, while abiding to rules and regulations of St Augustine College and the same Maltese Augustinian Province.

### **3. Terms and Conditions**

3.1 The selected candidate may be conditioned to a maximum of a six (6) day working week of an average weekly working time of forty (40) hours. The appointment, which is subject to a probationary period of one (1) year, is on a full-time basis and is subject to the rules and regulations governing from time to time the staff at St Augustine College.

3.2 All new appointees may be required to undergo an induction phase and any other relevant training which may be deemed necessary.

3.3 The Salary for the post of College Finance & Procurement Administrator is advantageous.

- 3.4 The selected candidate may be required to attend courses and conferences, locally or abroad, as may be deemed necessary.

## **4. Requirements**

The following are some of the requirements for the post:

- abides by the code of ethics issued by the Accountancy Board of Malta
- understands and respects the Augustinian ethos of St Augustine College
- thorough knowledge of accounting principles and procedures
- experience with creating financial statements
- experience with general ledger functions and the period-end/year end close process
- possess good negotiating skills
- possess an eye for detail and ability to work under pressure
- be self-motivated and possess problem-solving skills
- be willing to work within a team and under minimal supervision
- excellent accounting software user and administration skills

This position calls for a self-driven, dynamic, adaptable, forward looking and talented individual. The chosen applicant will be a key player, reporting to the Rector, the College Board and the Maltese Augustinian Province, and expected to have strong interpersonal and communications skills, a sound accounting background with strong computer proficiency.

## **5. Eligibility Requirements**

- 5.1 By the closing time and date of the call for applications, applicants must:
- have the ability to communicate well in the Maltese and English languages;
  - be a qualified accountant having at least three (3) years of overall combined accounting and finance experience;
  - be in possession of a valid driving licence;
  - experience in management and administration would be considered as an asset.

5.2 By the closing time and date of the call for applications, applicants must be:

Citizens of Malta; OR

- a) citizens of another European Union Member State; OR
- b) citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Director Citizenship and Expatriate Affairs, Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply); OR
- c) be the spouse and children, even if they are third country nationals, of any person mentioned at (a), (b) and (c) above, provided they are eligible to work in Malta under current legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry of Foreign Affairs.
- d) The appointment of candidates referred to at (a), (b) and (c) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.
- e) Candidates must have the ability to communicate orally and in writing in both the Maltese and English language.

5.3 St Augustine College would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. St Augustine College adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process. It also adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse (2014).

## **6. Submission of Supporting Documentation**

6.1 Qualifications and experience claimed must be supported by certificates, jobplus History of Employment/other evidence, together with 3 (three) testimonials, copies of which should be sent before and then presented again at interview stage for verification purposes.

## 7. Selection Procedures

- 7.1 Eligible applicants will be interviewed by a selection board to assess their suitability for the post.
- 7.2 Shortlisted applicants may be called for a second interview to be assessed by a Selection Board to determine their suitability for the post.
- 7.3 The result will be communicated to applicants by the Rector.
- 7.4 Letters of application, in own handwriting, are to be submitted together with the European Curriculum Vitae Format, which should accompany the application may be downloaded from the following website:  
<http://europass.cedefop.europa.eu>

## 8. Submission of Applications

- 8.1 If you believe you have the right personal qualities, qualification and experience, we invite you to forward your letter of application in own handwriting, full curriculum vitae together with jobplus History of Employment/other evidence and the 3 (three) testimonials **by not later than Monday, 2 August 2021.**
- 8.2 Applications are to be sent by email, addressed to Fr Rector on [hr@staugustine.edu.mt](mailto:hr@staugustine.edu.mt) These applications will be acknowledged in writing by the office of the Rector within five (5) working days. **Late applications shall not be considered.**
- 8.3 All applications will be treated with strictest confidence.

Fr David Cortis osa  
*Rector*  
St Augustine College  
Primary – Simpson Street, Marsa  
Secondary - Gwardamangia Hill, Pieta