

JOB DESCRIPTION

Title:	Finance Manager
Department:	Finance
Reports to:	Head in Finance Department

Job Purpose

The Finance Manager reports to the Head in Finance for all aspects of the accounting and finance processes for Air Malta. Delivering fit for purpose processes to understand, report and anticipate the financial performance of Air Malta, make financial decisions, and meet all statutory and regulatory requirements.

Main Accountabilities and Responsibilities

Plans and Objectives

Participating and when required taking a leading role in managing Air Malta's accounting processes and practices, including identifying opportunities and targets to reduce Air Malta's costs and/or increase its performance through better practices.

Management

Accountable for the development, smooth operation, and improvement of Air Malta's accounting and finance processes, including the implementation of the finance digitalization project.

Responsible for the management, development, and delivery of management accounting and reporting, financial reports, budgets, cost management, banking, and credit control.

Responsible to maintain a sound relationship both with internal and external stakeholders.

Technical

Prepares asset, liability, and capital account records by compiling and analysing accounting information.

Accountable for identifying opportunities and targets to improve the effectiveness and efficiency of decision support analysis processes and practices.

Advises and assists the assigned Head with respect to the financial needs of the Company.

Responsible for cost management on behalf of the assigned departments.

Responsible for supporting financial systems on behalf of the Company and the implementation of new systems including the financial digitisation process.

Responsible for providing financial analysis to support initiatives and investments or contracts on behalf of the Company.

Oversee the month-end and year-end procedures.

Support the implementation of the financial digitization process.

Assist the external auditors and other regulatory authorities as required.

Consultation

Participate and contribute to cross function teams as requested and or where it is appropriate
Consults with departmental managers when required.

Self-improvement

Keeps current good practice in the financial background area through reading, training and participation with external groups and industry bodies.

Other

Discharges any duties as, from to time, may be assigned by the reporting Head / Chief Finance Officer.

Working Conditions

Expected to work flexible hours to meet accountabilities and stay after office hours to meet work exigencies when necessary.

Person Specifications

Experience and Qualifications

- A recognised professional qualification or a recognised degree, in Accounting or Finance is required.
- Minimum 3 years previous experience in a finance related role, preferably in a managerial post.
- Able to lead and manage a team, define goals and objectives and achieving these with budgetary, time and resource constraints.
- High communication skills, both verbally and in writing, with both superiors and subordinates
- Exercise and demonstrate good judgement in setting priorities and making appropriate timely decisions
- Able to meet responsibilities in a professional and efficient manner, working to tight deadlines
- Capable of negotiating with third parties on behalf of Air Malta.

Jobsplus Permit Number 412/2022

Interested candidates may submit their CV by e-mail to the following address: human.resources@airmalta.com