

**Public Call for post of
ACCOUNTS EXECUTIVE
with the European Union Programmes Agency (EUPA)**

1. Post of Accounts Executive

- 1.1 The selected candidate will enter into an indefinite contract with EUPA, subject to a probationary period of six (6) months. Unsatisfactory performance during the probation period will lead to termination of the employment contract.
- 1.2 The salary attached to the post of a full-time Accounts Executive is equivalent to €24,345 (starting salary) per annum, with Collective Agreement increase and increment reaching a maximum salary of €26,793.

2. Deadline and submission for applications

- 2.1 Applicants are required to submit Curriculum Vitae, preferably in Europass format and motivation letter, which must be received by the EUPA by not later than the **23rd February 2025**.
- 2.2 Applications by e-mail are to be sent to **hr.eupa@gov.mt**
- 2.3 Late applications, received after the deadline, will not be considered.

3. Acknowledgement of applications

- 3.1 Applications received via e-mail shall be acknowledged via the same sending e-mail address.

4. Job Description - overall responsibilities, key duties and reporting line

Duties and responsibilities

The Accounts Executive assists the management in the daily running of the Finance and Administration Unit with all accounting matters relating to administrative funds and EU grants managed by the Agency to ensure sound financial management.

Key Duties

- Perform bookkeeping and data entry to ensure accurate records of all financial transactions;
- Process invoices and payments in a timely manner;
- Manage accounts receivable and payable;
- Conduct reconciliations of bank balances and of other financial data;
- Maintain the petty cash imprest system;
- Assist management during audits;
- Conduct financial capacity checks of prospective applicants for EU grants;
- Conduct financial calculations of eligible grant applications in preparation for Evaluation Committees;
- Carry out financial determination of beneficiaries at interim & final report stages;
- Follow up on recovery orders;
- Assist in treasury management;
- Assist in the preparation of budgets, management accounts and financial reports;
- Perform any other duties that may be assigned by the National Coordinator and/or Finance Manager.

Lines of Communication

Reports to: Finance and Administration Manager

5. Eligibility of Applicants

5.1 Citizenship

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

- a) citizens of Malta; or
- b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
- d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the ‘Status of Long-Term Residents (Third Country Nationals) Regulations, 2006’ or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the ‘Family Reunification Regulations, 2007’; or
- f) in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identita` should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

5.2 Academic qualification, experience and proficiencies

- The successful candidate must satisfy at least ONE of the following criteria:
 - An academic qualification at MQF level 4 in Accounting or Bookkeeping; OR
 - An award at MQF level 4 in Accounting or Bookkeeping; OR
 - At least 5 years relevant work experience in accounting / bookkeeping.
- Proficient in the Maltese* and English Language;
- Experience in the use of MS Office with an emphasis on MS Excel will be considered an asset;
- Experience with accounting software will be considered an asset.

*Should the successful candidate not be proficient in the Maltese language, he/she will be obliged to successfully complete a Maltese Language Course to acquire proficiency in the use of the Maltese language prior to the termination of the probation period.

5.3 Good moral Character

Applicants must be of good moral character.

Applicants who are already in the Public Service must produce a Service and Leave Record Form (GP 47).

Applicants from outside the Public Service must produce a recent Certificate of conduct issued by the Police not earlier than one (1) month from the date of this call for applications and must be submitted by the deadline of the call.

6. Submission of recognition statements in respect of qualifications

6.1 With the exception of those qualifications referred to in articles 6.2 and 6.3 hereunder, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further & Higher Education

Authority (MFHEA), which is to be obtained by submitting an online “Application for the Recognition of Qualifications” at <https://services.mfhea.mt/CertificationApplication.aspx>

A copy of this statement should be submitted with the application and the original presented at the interview.

- 6.2 Prior to requesting recognition statements as per article 6.1 above in respect of their qualifications, candidates should first consult the “List of Licensed Providers and Accredited Programmes” of the MFHEA which can be accessed on <https://mfhea.mt/list-of-licensed-providers-and-accredited-programmes/>. Applicants are exempt from submitting a recognition statement as mentioned in article 6.1 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant.
- 6.3 No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self-accrediting institutions, these being the University of Malta, MCAST and ITS; or any Maltese qualification that has been accredited by the MFHEA, which on the certificates states: ‘The Malta Further & Higher Education Authority deems this certificate to be MQF ____’.

7. Selection of candidates, publication of results and petitions on the results

- 7.1 Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post.
- 7.2 Candidates must provide an original, official identity document (identity card or passport) for verification at the interview.
- 7.3 Candidates must invariably produce original certificates for verification at the interview.
- 7.4 The result of the interview will remain valid for a period of two (2) years from the date of publication. The result of the interview will serve to fill vacancies recurring in the particular post during the validity period.
- 7.5 Petitions objecting to the result are to be submitted by email at hr.eupa@gov.mt. Petitions are to reach the European Union Programmes Agency within ten (10) working days from the date of publication of the results of selection.

8. Reasonable accommodation for registered persons with disability

- 8.1 Persons registered with the National Commission for Persons with a Disability (KNPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Chapter 413 of the Laws of Malta), even if they do not satisfy, in full, the requirements for this post/position, provided they can carry out, in essence, the duties related to the post/position and subject to the approval of the Public Service Commission.
- 8.2 Representations in terms of this clause should be supported with relevant documents which must also include documentary evidence of registration with the KNPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the National Coordinator - EUPA and copied to the KNPD.

9. Medical Examination

- 9.1 The selected applicant may be required to take a medical examination to ascertain that he/she is fit for the post.

10. Retention of Documents

- 10.1 All other applications will be retained for one (1) year subsequent to the validity period of this call for applications (unless, in the interim, a petition connected with this call for applications has been filed).

**Sejha Pubblika għall-kariga ta'
ACCOUNTS EXECUTIVE
mal-Aġenzija tal-Programmi tal-Unjoni Ewropea (EUPA)**

1. Post ta' *Accounts Executive*

- 1.1 Il-kandidat magħżul jidhol f'kuntratt indefinit mal-EUPA, soġġett għal perjodu ta' prova ta' sitt xhur. Prestazzjoni mhux sodisfaċenti matul il-perjodu ta' prova twassal għat-terminazzjoni tal-kuntratt tax-xogħol.
- 1.2 Is-salarju marbut mal-post ta' *Accounts Executive* fuq bażi *full-time* huwa ekwivalenti għal €24,345 fis-sena (salarju tal-bidu), b'żieda skont il-ftehim kollettiv, li jilhaq massimu ta' €26,793.

2. Skadenza u sottomissjoni għall-applikazzjonijiet

- 2.1 L-applikanti huma mitluba jissottomettu *Curriculum Vitae*, preferibbilment fil-format Europass u ittra ta' motivazzjoni, li għandha tasal għand l-EUPA sa mhux aktar tard mit- **23 ta' Frar 2025**.
- 2.2 Applikazzjonijiet mibgħuta bil-posta elettronika (*email*) għandhom jintbagħtu lil **hr.eupa@gov.mt**
- 2.3 Applikazzjonijiet tard, li jaslu wara d-data tal-iskadenza, ma jiġux ikkunsidrati.

3. Rikonoxximent tal-applikazzjonijiet

- 3.1 Applikazzjonijiet mibgħuta permezz tal-posta elettronika jiġu rikonoxxuti permezz tal-istess indirizz tal-posta elettronika li jkun ntbagħtu minnu.

4. Deskrizzjoni tax-xogħol - responsabbiltajiet generali, dmirijiet ewlenin u linja ta' rappurtar

L-*Accounts Executive* jassisti lill-manigment fit-tmexxija ta' kuljum tad-dipartiment tal-Finanzi u l-Amministrazzjoni bix-xogħol kollu relatat mal-fondi amministrattivi u l-fondi tal-UE mmexxija mill-Aġenzija biex tiġi żgurata tmexxija finanzjarja tajba.

Dmirijiet ewlenin

- Iż-żamma tal-kotba finanzjarji (*book keeping*) u dħul tad-*data* biex tiżgura rekords preċiżi tat-tranzazzjonijiet finanzjarji kollha;
- Ipproċessar ta' *invoices* u hlasijiet fil-ħin;
- Immaniġġjar ta' kontijiet riċevibbli u pagabbli;
- Rikonċiljazzjonijiet tal-bilanċi bankarji u ta' *data* finanzjarja oħra;
- Żamma tas-sistema *petty cash imprest system*;
- Tingħata għajnuna lill-manigment waqt awditjar;
- Kontrolli finanzjarji ta' applikanti prospettivi għal fondi mill-UE;
- Kalkoli finanzjarji ta' applikazzjonijiet għal għotjiet eliġibbli bi thejjija għal Kumitati ta' Evalwazzjoni;
- Iċċekjar finanzjarju tal-benefiċjarji fl-istadji *interim* u finali tar-rapport;
- Revizjoni fuq rkupru ta' flus;
- Għajnuna fl-immaniġjar tal-fondi;
- Jassistu fit-thejjijiet ta' baġits, kontijiet manigerjali u rapporti finanzjarji;
- Kwalunkwe dmir ieħor li jista' jiġi assenjat mill-Koordinatur Nazzjonali u/jew il-Maniġer tal-Finanzi u Amministrazzjoni.

Linji ta' Komunikazzjoni

Maniġer tal-Finanzi u Amministrazzjoni

5. Rekwiziti tal-Eligibbilta'

5.1 Ċittadinanza

Sal-ħin u d-data tal-għeluq ta' din is-sejha għall-applikazzjonijiet, l-applikanti għandhom ikunu:

- a. ċittadini ta' Malta; jew

- b. ċittadini ta' Stati Membri oħra tal-Unjoni Ewropea li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg bis-saħħa ta' leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew
- c. ċittadini ta' kwalunkwe pajjiż ieħor li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg minħabba li jkunu japplikaw għal dak il-pajjiż leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati dwar iċ-ċaqliq ħieles tal-ħaddiema; jew
- d. kwalunkwe persuni oħra li għandhom jedd għal trattament ugwali daqs ċittadini Maltin fi kwistjonijiet ta' impjieg permezz tar-relazzjoni familjari tagħhom ma' persuni msemmija f'(a), (b) jew (c), skont kif hemm fil-liġi jew fil-leġislazzjoni tal-UE u dispożizzjonijiet ta' trattati msemmija hawn fuq; jew
- e. ċittadini ta' pajjiżi terzi li jkunu ngħataw status ta' residenti li joqogħdu għal żmien twil f'Malta taħt ir-regolament 4 tar-regolamenti tal-2006 dwar "Status ta' Residenti li joqogħdu għal Żmien Twil (Ċittadini ta' Pajjiżi Terzi)", jew li jkunu ngħataw permess ta' residenza taħt ir-regolament 18(3) tal-istess regolamenti, flimkien mal-membri tal-familja ta' ċittadini ta' pajjiżi terzi li jkunu ngħataw permess ta' residenza taħt ir-Regolamenti tal-2007 dwar ir-Riunifikazzjoni tal-Familji; jew
- f. Fil-pussess ta' dokument tar-residenza maħruġ skont id-dokument 'Status ta' Residenza ta' Ċittadini tar-Renju Unit u l-Membri tal-Familja tagħhom f'Malta skont il-Ftehim dwar l-Irtirar tar-Renju Unit u l-Irlanda ta' Fuq mill-Unjoni Ewropea u r-Regolamenti tal-Komunità Ewropea dwar l-Energija Atomika.'

Għandu jintalab il-parir tat-Taqsima taċ-Ċittadinanza fi ħdan l-Aġenzija Komunita` Malta u tat-Taqsima tal- Espatrijati fi ħdan Identita` skont il-ħtieġa fl-interpretazzjoni tad-dispożizzjonijiet imsemmija hawn fuq.

Il-ħatra ta' kandidati msemmija f'(b), (c), (d) u (e) hawn fuq teħtieġ il-ħruġ ta' licenzja tax-xogħol f'dawk il-każijiet fejn hija meħtieġa skont l-Att dwar l-Immigrazzjoni u leġislazzjoni sussidjarja. Jobsplus għandha tiġi kkonsultata skont il-ħtieġa dwar din il-materja.

5.2 Kwalifiki akkademiċi, esperjenza u profiċjenzi

- Il-kandidat/a li j/tintagħżel i/trid j/tissodisfa mill-inqas WAĦDA mill-kriterji li ġejjin:
 - Kwalifika akkademika fil-livell 4 tal-MQF f'*Accounting* jew *Bookkeeping*;
 - *Award* fil-livell 4 tal-MQF f'*Accounting* jew *Bookkeeping*;
 - Mill-inqas ħames (5) snin esperjenza tax-xogħol relevanti f'*Accounting / Bookkeeping*
- L-użu tajjeb tal-lingwa Maltija* u Ingliża;
- Esperjenza fl-użu tal-MS Office speċjalment MS Excel hija meqjusa importanti;
- Esperjenza f'xi accounting software hija meqjusa importanti.

*Jekk il-kandidat/a magħżul ma jkunx jaf il-lingwa Maltija, hu/hi se j/tkun obligat/a li jlesti b'suċċess kors tal-Lingwa Maltija qabel it-tmiem tal-perjodu ta' probation.

5.3 Karattru morali tajjeb

L-applikanti jridu jkunu ta' karattru morali tajjeb.

L-applikanti li diġà qegħdin fis-Servizz Pubbliku għandhom jipproduċu *Service and Leave Record Form* (GP 47).

L-applikanti li mhumiex fis-Servizz Pubbliku għandhom jipproduċu Ċertifikat tal-kondotta riċenti, maħruġ mill-Pulizija mhux aktar minn xahar (1) qabel id-data ta' din is-sejha għall-applikazzjonijiet.

6. Sottomissjoni ta' dikjarazzjonijiet ta' rikonoxximent fir-rigward ta' kwalifiki

6.1 Bl-eċċezzjoni ta' dawk il-kwalifiki msemmija fl-artikoli 6.2 u 6.3 hawn taħt, l-applikanti huma meħtieġa jipproduċu dikjarazzjoni ta' rikonoxximent mill-*Malta Qualifications Recognition Information Centre* (MQRIC) fi ħdan il-*Malta Further & Higher Education Authority* (MFHEA). L-Applikazzjoni għar-Rikonoxximent tal-Kwalifiki (*Application for the Recognition of Qualifications*) tingieb onlajn minn <https://services.mfhea.mt/CertificationApplication.aspx>.

Kopja ta' din id-dikjarazzjoni għandha tiġi sottomessa mal-applikazzjoni u l-original irid jiġi ppreżentat waqt l-intervista.

- 6.2 Qabel ma jitolbu dikjarazzjonijiet ta' rikonoxximent skont l-artikolu 6.1 hawn fuq fir-rigward tal-kwalifiki tagħhom, il-kandidati għandhom l-ewwel jikkonsultaw mal-Lista ta' Fornituri Liċenzjati u Programmi Akkreditati (*List of Licensed Providers and Accredited Programmes*) tal-MFHEA, li tista' tiġi aċċessata fuq <https://mfhea.mt/list-of-licensed-providers-and-accredited-programmes/>. L-applikanti huma eżentati milli jissottomettu dikjarazzjoni ta' rikonoxximent kif imsemmi fl-artikolu 6.1 jekk ikunu qed jippreżentaw kwalifiki elenkati hemmhekk. Kopja stampa ta' din il-lista, inkluża l-kwalifika, għandha tiġi ppreżentata mill-applikant/a.
- 6.3 L-ebda dikjarazzjoni ta' rikonoxximent mill-MQRIC mhija meħtieġa fir-rigward ta' kwalifiki maħruġa minn istituzzjonijiet Maltin li għandhom awto-akkreditazzjoni, bħall-Università ta' Malta, l-MCAST u l-ITS; jew kwalunkwe kwalifika Maltija li tkun giet akkreditata mill-MFHEA, uli fuq iċ-ċertifikati tgħid: *'The Malta Further & Higher Education Authority deems this certificate to be MQF ___'*.

7. Għażla tal-kandidati, pubblikazzjoni tar-riżultati u petizzjonijiet dwar ir-riżultati

- 7.1 L-applikanti eliġibbli jiġu assessjati minn Bord tal-għażla biex jiġi ddeterminat min hu adattat għall-post.
- 7.2 Il-kandidati għandhom jipprovdu dokument tal-identità originali u uffiċjali (karta tal-identità jew passport) għall-verifika waqt l-intervista.
- 7.3 Il-kandidati għandhom dejjem jipproduċu ċertifikati originali għall-verifika waqt l-intervista.
- 7.4 Ir-riżultat tal-intervista jibqa' validu għal perjodu ta' sentejn mid-data tal-pubblikazzjoni. Ir-riżultat tal-intervista se jservi biex jimtlew il-postijiet battala rikorrenti fil-post partikolari matul il-perjodu ta' validità.
- 7.5 Petizzjonijiet li joġġezzjonaw għar-riżultat għandhom jiġu sottomessi permezz ta' ittra elettronika fuq hr.eupa@gov.mt. Il-petizzjonijiet għandhom jaslu għand l-Aġenzija tal-Programmi tal-Unjoni Ewropea fi żmien għaxart ijiem (10) ta' xogħol mid-data tal-pubblikazzjoni tar-riżultati tal-għażla.

8. Akkomodazzjoni raġonevoli għal persuni reġistrati b'diżabilità

- 8.1 Persuni reġistrati mal-Kummissjoni Nazzjonali Persuni b'Diżabilità (KNPD) jistgħu jingħataw akkomodazzjoni raġonevoli skont l-Artikolu 7 tal-Att tal-Opportunitajiet Indaq (Persuni b'Diżabilità) (Kapitolu 413 tal-Liġijiet ta' Malta), anki jekk ma jissodisfawx ir-rekwiżiti għal din il-kariga/pożizzjoni b'mod sħiħ, sakemm ikunu jistgħu jwettqu, essenzjalment, id-dmirijiet relatati mal-post/pożizzjoni u sugġetti għall-approvazzjoni tal-Kummissjoni dwar is-Servizz Pubbliku.
- 8.2 Is-sottomissjonijiet skont din il-klawsola għandhom ikunu sostnuti b'dokumenti rilevanti li għandhom jinkludu wkoll evidenza dokumentata tar-reġistrazzjoni mal-KNPD. Għandhom jingħataw ġustifikazzjonijiet raġunati biex jissostanzjaw in-nuqqas ta' rekwiżiti ta' eliġibilità sħaħ u għaliex huma mistħoqqa kunsiderazzjonijiet raġunati. Il-korrispondenza kollha għandha tiġi indirizzata lill-Koordinatur Nazzjonali tal-EUPA u l-KNPD għandha tinzamm ikkupjata.

9. Eżami Mediku

- 9.1 L-applikant/a magħżul/a j/tista' j/tintalab j/tagħmel eżami mediku biex jiġi aċċertat li hu/hija tajjeb/tajba għall-post.

10. Żamma ta' Dokumenti

- 10.1 L-applikazzjonijiet l-oħra kollha jinżammu għal sena wara l-perjodu ta' validità ta' din is-sejha għall-applikazzjonijiet (sakemm, sadanittant, ma tkunx giet ipprezentata petizzjoni konnessa ma' din is-sejha għall-applikazzjonijiet).