

Job Title:	Senior Manager (Annual Returns and Annual Accounts)
Reports to:	Commissioner for Voluntary Organisations
Section:	Annual Returns and Compliance
Job Overview:	The Annual Returns and Annual Accounts Senior Manager will oversee and manage the work carried out on annual accounts and annual
Purpose of the Position:	Senior Manager (Annual Returns and Annual Accounts) will assist the Commissioner and top management to regulate the voluntary sector through the assessment of annual returns and annual accounts of enrolled voluntary organisations, in accordance with the applicable laws for more transparency and accountability of the organisations that compose it.
Responsibilities and Duties:	<ul style="list-style-type: none"> • Manage the annual accounts and annual returns section • Vetting of annual returns and annual accounts submitted by voluntary organisations • Identifying issues that need further investigations and bring these to the attention of the Commissioner and Director (Annual Returns and Compliance) • Compile reports as directed by the Commissioner and Directors • Verification of the processing of annual returns and accounts submitted by enrolled VOs • Overseeing that data entry is being carried out accurately • Ensuring adherence to the Standard Operating Procedures • Communicating with defaulting VOs • Monitoring the work processes of staff under his/her supervision • Dealing with voluntary organisations • Verifying Certificates of Compliance • Dealing with voluntary organisations complaints

	<ul style="list-style-type: none"> • Coach, support and mentor employees under his/her supervision • Dealing with staff enquiries and giving direction when necessary • Create and update policies and procedures • Dealing with non-compliant voluntary organisations • Oversee that a proper filing system for all returns is maintained • Assist in the preparation of documents, reports and statistics as required • Monitor annual returns and accounts received, chasing VOs and provide regular updates on their status • To perform any other duties that may be assigned by the Commissioner
<p>Qualifications & Experience:</p>	<p>(a) Applicants are in possession of a recognised Master’s qualification at MQF Level 7 in Accountancy or Business Management or Business Administration or Economics or Commerce or Banking and Finance or ACCA or a comparable professional qualification, plus three (3) years relevant work experience of which one (1) year must be in a management position.</p> <p>OR</p> <p>(b) are in possession of a recognised Bachelor’s qualification at MQF Level 6 in Accountancy or Business Management or Business Administration or Economics or Commerce or Banking and Finance or ACCA or a comparable professional qualification, plus five (5) years relevant work experience of which one (1) year must be in a management position.</p> <p>(c) Good command of verbal and writing skills in Maltese and English</p>



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<p>Person Specifications</p>	<ul style="list-style-type: none">• Strong organisational skills with the ability to multi-task• Ability to work on own initiative with strong multitasking capabilities.• Strong leadership skills essential to this role.• Exceptional planning and organisational skills with ability to work to tight deadlines and prioritise tasks effectively• Strong interpersonal skills and the ability to communicate clearly.• Excellent written communication skills• Attention to detail is essential.
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