

# **WE ARE HIRING**

## **FINANCE & ADMINISTRATION OFFICER (Full-Time)**

### **The Position**

The St Jeanne Antide Foundation (SJAF) invites applications for the post of full-time Finance and Administration Officer. SJAF is a registered social purpose non-profit organisation whose overarching objective is to provide a range of holistic professional support services to very vulnerable individuals and families who face complex life challenges and to those who are sliding into poverty and are socially excluded. Professionals and volunteers work hand-in-hand in service delivery with compassionate loving-kindness, commitment, and creativity.

### **The Role**

The Finance and Administration Officer plays a critical role in ensuring the effective and efficient functioning of the organisation's financial and administrative systems. You will work closely with the Executive Director, Service Managers, and other staff members and volunteers, to develop and implement policies and procedures that support the organisation's mission and goals. Additionally, you will oversee the day-to-day administrative operations of the organisation, including coordinating staff meetings and training, and ensuring compliance with legal and regulatory requirements.

### **Eligibility**

Applicants should be able to work full-time and flexible hours when necessary. Preference will be given to applicants having a:

- Degree in finance and accounting or governance and administration or a related field.
- A minimum of 3-5 years of relevant experience in financial management and administration.

Applicants in possession of a foreign qualification/s are to produce, with their application, a recognition statement on the comparability of qualifications issued by the Malta Qualification Recognition Information Centre (MQRIC).

**Eligible candidates must be fluent in Maltese and English.** Qualifications and experience claimed must be supported by certificates and testimonials.

### **Key Responsibilities**

The selected candidate shall be overall accountable to the Executive Director of the St Jeanne Antide Foundation. The incumbent will maintain a positive working relationship with all team members, service users, volunteers and students on placements.

*Roles and responsibilities include:*

- Managing the organisation's financial operations, including accounts payable and receivable, payroll, and budgeting and financial reporting.
- Developing and implementing policies and procedures that support the organisation's mission and goals.
- Ensuring compliance with all relevant laws and regulations governing non-profit organisations, including compliance regulations, reporting requirements, and grant management.
- Coordinating the organisation's annual audit and ensuring that all financial records and reports are accurate and up-to-date.
- Managing the organisation's administrative operations, including overseeing office supplies, coordinating staff meetings, and ensuring compliance with legal and regulatory requirements.
- Supporting the Executive Director and Service Managers in developing and implementing strategic plans and initiatives.
- Managing the Foundation social media platform and website.
- Assisting in interviewing candidates for vacant SJAF posts; drafting personnel contracts for oversight and approval by Executive Director.
- Co-working with Executive Director in donor meetings and pitches.
- Collaborating with staff members and volunteers to ensure that the organisation's services are delivered with compassion, loving-kindness, commitment, and creativity.

### **Skills and attributes required to work as the Financial and Administration Officer**

- Strong knowledge and experience in financial management and accounting, including the ability to prepare financial projections, management accounts, and quarterly financial reports.
- Experience with payroll management, bank reconciliations, and online payments.
- Knowledge of financial regulations and standards to ensure ethical and high standards of financial management.
- Experience in administration, including maintaining records and policies, coordinating health and safety assessments, and procurement.
- Strong attention to detail and the ability to multitask and prioritize tasks effectively.
- Excellent communication skills, both written and verbal, with the ability to work collaboratively with staff and volunteers.
- Strong organisational and problem-solving skills to manage multiple tasks and meet deadlines.
- Strong proficiency in computer applications, including Microsoft Office and accounting software.
- Experience in fundraising, including grant proposal preparation and donor management.
- Ability to work independently, take initiative, and work under pressure.
- Commitment to the mission and values of the organisation, including compassion, kindness, commitment, and creativity.

Interested individuals are to submit the following documents via email [info@antidemalta.org](mailto:info@antidemalta.org) by the 22<sup>nd</sup> May 2023:

- A detailed Curriculum Vitae.
- Copies of the pertinent qualifications and other courses followed as indicated in the vacancy call.
- Contact details of 2 referees.
- Job History Sheet from Jobsplus as official proof of work experience.

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