



**SACRED
HEART
COLLEGE**

Call for Applications: Financial Administrator at Sacred Heart College

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

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1. GENERAL

- 1.1 Sacred Heart College invites applications for the post of **Financial Administrator** from suitably qualified and skilled individuals who are in possession of the necessary qualifications, knowledge and experience, as well as the skills-set to fulfil the position summary and job description identified below.

2. TERMS AND CONDITIONS

- 2.1 The annual gross salary for the post of Financial Administrator is €36,000 inclusive of COLA and exclusive of government bonuses, rising by annual increments of €1,500 up to a maximum of €39,000 over a three-year period payable on a monthly basis in arrears. Additionally, a Communication Allowance of €1,500 per annum applies, and an annual Qualification Allowance of €1,500 if the incumbent is a fully-qualified ACCA professional. Furthermore, the post carries an annual Performance Bonus of up to 8% of the annual basic salary.
- 2.2 This appointment, which is subject to a probationary period of twelve (12) months, is on full-time, indefinite basis and is subject to all applicable legislation, rules and regulations in force at any given time, including those established in the Church Schools Sector and at Sacred Heart College.
- 2.3 The successful candidate will be supported through an appropriate induction and onboarding programme during the probationary period and at any such time as deemed required by the Finance Committee or the Board of Governors of the College. The induction and onboarding programme is considered to be an integral feature of the employment process of the College.

3. POSITION SUMMARY

- 3.1 The Financial Administrator shall lead the Accounts Unit and ensure its smooth day-to-day functioning. He/she will be responsible for ensuring that all financial activities are carried out efficiently, accurately and in compliance with applicable standards and regulations.
- 3.2 Through his/her contribution as outlined in the job description below and together with the dynamic team of professionals at the College, the Financial Administrator will continue to bring forward the Sacred Heart College mission that, amongst other things, "seeks to educate the whole person as a responsible member of society, confident of personal worth, actively living out Christ's call to know and share His love."

4. DUTIES

The main responsibilities connected to the post are the following:

4.1 Financial Management

- 4.1.1 Ensuring that the accounting records of the Foundation are maintained according to generally-accepted accounting standards in a proper and timely manner
- 4.1.2 Managing accounts payable and receivable and ensuring processing of payments and receivables is efficient and timely
- 4.1.3 Overseeing day-to-day bank and cash management and ensuring that cash handling is supervised by two persons and deposited in a timely manner
- 4.1.4 Reconciling bank statements on a monthly basis
- 4.1.5 Preparing financial statements on a quarterly basis or as otherwise required
- 4.1.6 Preparing financial related reports, as may be required
- 4.1.7 Prepare and maintain cost analyses and statistical records.
- 4.1.8 Preparing and managing annual budgets and a three-year business plan including a three-year rolling budget for the Foundation updated on an annual basis with the collaboration of the College Director. This report needs to be presented to the Representative of the Board of Governors and once approved, to the Finance Committee one month before the commencement of each financial year.



- 4.1.9 Ensuring and overseeing the processing, record-keeping and timely issuing of receipts for donations received
- 4.1.10 Preparation and filing of VAT returns and/or claims for VAT refunds together with any related reports and settlement of any dues in a timely manner.
- 4.1.11 Liaising with and assisting as required the payroll contractor or/and payroll staff of the Foundation in the preparation and submission of monthly payroll reports, including *inter alia* checking payroll computations and processes and assisting the HR department in the filing of payroll statutory monthly and annual returns
- 4.1.12 Liaising with the Foundation's auditors, the Secretariat for Catholic Education and any other competent authority as required in all matters relating to the Foundation's accounting function.

4.2 Procurement and Compliance

- 4.2.1 Keeping up to date with and ensuring compliance of the Foundation with all legislative and/or regulatory requirements related to the post and advising the College Director and the Representative of the Board of Governors accordingly
- 4.2.2 Ensuring that all annual subscriptions and insurances of the Foundation and its property are paid regularly once they are brought to his/her attention by the persons responsible for their upkeep.

4.3 Governance and Reporting

- 4.3.1 Attending monthly Finance Committee meetings and other meetings as required
- 4.3.2 Preparing reports for the Board of Governors and attending Board of Governors meetings when required

4.4 Personnel Management and Leadership

- 4.4.1 Carrying out such liaison and administrative duties with the active assistance of Foundation personnel as are required to ensure the smooth day-to-day running of the Accounts Unit

4.5 Other Duties

- 4.5.1 Performing any other duties compatible with the post as may be assigned from time to time.

5. QUALIFICATION AND SKILLS

5.1 Essential Qualifications

- 5.1.1 A recognised professional qualification/degree in Accounting, Finance or a related field.
- 5.1.2 Minimum of 3 years' experience in financial management, preferably in an educational or non-profit setting.
- 5.1.3 Prior experience leading teams.

5.2 Desirable Qualifications

- 5.2.1 Experience in school finance administration.
- 5.2.2 Familiarity with Shireburn accounting package.

5.3 Key Skills and Competencies

- 5.3.1 Excellent analytical and numerical skills.
- 5.3.2 Strong organisational and time-management abilities.
- 5.3.3 High level of integrity and attention to detail.
- 5.3.4 Ability to lead and manage a small team effectively.
- 5.3.5 Strong communication and interpersonal skills.
- 5.3.6 Proficiency in Microsoft Excel and other financial reporting tools.
- 5.3.7 Ability to work independently and collaboratively with fellow management.
- 5.3.8 Ability to work under pressure and meet tight deadlines.
- 5.3.9 Problem-solving mindset and ability to adapt to changing priorities
- 5.3.10 Commitment to personal and institutional continuous improvement and professional development.

6. SUBMISSION OF SUPPORTING DOCUMENTATION

- 6.1 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application.
- 6.2 Original certificates and/or testimonials and reference letters must be produced for verification at the interview.

7. SELECTION PROCEDURE

- 7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post.
- 7.2 An individual interview will be held for all eligible candidates. Further details will be given to all eligible candidates.
- 7.3 Individual interview results will be communicated within fifteen (15) working days from the date of the interview.
- 7.4 Requests by candidates for a breakdown of their own personal result must be made in writing and addressed to HR, Sacred Heart College at hr@sacredheart.edu.mt within seven (7) working days from when the result is sent.
- 7.5 Candidates are entitled to appeal the result of their interview. Any such request must be made in writing and addressed to the Delegate for Catholic Education at mark.ellul@maltadiocese.org providing a clear indication why the candidate in question does not agree with the result. Such appeal should reach the Delegate for Catholic Education within ten (10) working days from when the result is sent.
- 7.6 In case of an appeal, an independent Appeals Board will be set up to review the selection process. The Appeals Board will review the selection process to ensure that the applicant has been treated in a fair, honest and just manner according to the set eligibility and assessment criteria. If this is not the case, a new interviewing board is appointed by Sacred Heart College and the process is repeated. The Appeals Board does not replace the proper role and functions of the Interviewing Board.

8. SUBMISSION OF APPLICATIONS

- 8.1 Interested applicants are required to send a covering letter stating their intent, a detailed CV, copies of all qualification certificates, 2 reference letters as well as any other relevant documentation.
- 8.2 All applications should be sent by email on vacancies@sacredheart.edu.mt and addressed to HR, Sacred Heart College, clearly indicating the post being applied for in the subject title.
- 8.3 All applications are to reach HR, Sacred Heart College by Friday, 19th September, 2025. If the post is not filled, the call for applications will remain open.
- 8.4 All applications will be acknowledged by email within four (4) days of the closing date of applications.
- 8.5 Applications by post or by hand will not be accepted.