



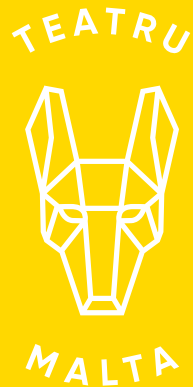
CALL FOR SERVICE

ADMINISTRATION & FINANCE COORDINATOR

WITH TEATRU MALTA C/O ARTS COUNCIL MALTA



teatrumalta.org.mt



Teatru Malta is Malta's national theatre company.

We are seeking to engage an experienced and enthusiastic service provider to serve as **Administration & Finance Officer** for an average of 40 hours a week, to support the development and delivery of the Teatru Malta artistic programme by providing the coordinating administrative processes required, including drafting and processing of requests for procurement, invoices, contracts for record and budget-keeping purposes.

The **Administration & Finance Officer** reports to the Head of Productions.

Basis

Contract for service for a maximum of 40 hours a week.

Fee

€10/hour + VAT capped at €15,600 + VAT in a year

Duration

1 year

Nomenclatures denoting the male gender include also the female and nonbinary genders.

General responsibilities

The duties of the role include:

- Draft, prepare and process calls for public procurement for the purposes of the delivery of the artistic programme of Teatru Malta as directed by the Head of Productions, coordinating the evaluation and reporting processes that may apply;
- Monitor and adhere to Public Procurement procedures;
- Process invoices with the relevant finance department at the Arts Council Malta as per procedure;
- Coordinate and liaise with other administrative staff within Teatru Malta and Arts Council Malta to ensure that procurement, invoices and contracts are going through the appropriate cycles efficiently according to regulations;
- continually update financial and procurement records, using the provided templates for reporting and auditing purposes;
- identify inefficiencies or possible misconduct in the finance and procurement system and suggest the corrective action required;
- act as an advocate for the entity and ensure that good relations are kept with all partners and collaborators;
- carry out any other duties as directed by the Head of Productions or his/her representative.

Skills and competencies

Applicants must, by the closing date of submission of the application, be in possession of:

- Relevant work experience, particularly in relation to administration, is a must. Work experience in relation to public procurement and/or finance will be considered an asset;
 - Certification related to the role, such as but not withstanding qualifications in finance, procurement, and/or management will be considered an asset. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application;
 - Knowledge of the local theatre scene as well as cultural and creative sectors is considered an asset;
 - Be willing to undergo regular training in Government public procurement policy as well as incentives and legislation;
 - Track record of delivering according to deadlines;
 - Ability to establish and maintain positive relationships with a variety of collaborators and stakeholders;
- Proficiency in English with excellent oral and written communication skills. If knowledge of Maltese is limited, the chosen candidate should be willing to undergo training in this regard;
 - Excellent interpersonal skills;
 - Capable of working both independently and within a team, with an attention to detail.

↓ **Il-Fidwa tal-Bdiewa (2022)**
↓ *Photo by Max Russ*



Abnormal service conditions

- Ability to work under pressure;
- Hours of work may also be required after normal office hours thus the candidate must be flexible to work on weekends and evenings depending on the needs of the entity.

Contract

The selected candidate will be awarded a one (1) year Contract for Service.

Answerable to the Head of Productions at Teatru Malta for Arts Council Malta, operating with flexible hours to meet the demands and requirements of the position. The chosen candidate will be required to work within the rules and regulations of the Malta Public Service. The selected service provider will be responsible for all the relevant taxation and social security contributions according to the national legislation.

The remuneration is EUR 14,400.00 (excluding VAT but including any other taxes or charges) per year for 40 hours per week from the office and/or on site as required.

Payment will be processed monthly by Arts Council Malta on receipt of an invoice with a valid VAT number.

(5) · Call for Administration & Finance Coordinator

↓ L-Għarusa (2022)
↓ Photo by Elisa Von Brockdorff



Applications

Applications, supported by the necessary documentation, which should include a detailed C.V. are to reach contact@teatrumalta.org.mt by no later than **Monday 13th February 2023, noon**.

Applicants must have a valid VAT registration number. The selected service provider will be responsible for all the relevant taxation and social security contributions as requested by national legislation.

Eligible applicants will be asked to sit for a selection interview.