

**Central Bank of Malta
Job Description Template**

Job Title:	Currency Operations Officer		
Office:	Currency Operations	Reports To:	Senior Officer
Department:	Currency Services & Security	Date:	October 2026

Job Purpose:

To provide on-going effective euro cash services to license holders and Banking Operations Office daily, coordinating the sufficiency of fit currency stocks, monitoring the recourse period of deposits and ensuring proper reconciliation of currency stock.

The incumbent will also be expected to contribute to the office's broader objectives, including the administration of the regulatory framework, the management of the associated settlement cycle and the daily operations of the Malta Coin Centre.

Technical / Functional Responsibilities:

- Be jointly responsible for all the currency held in the designated vaults always ensuring compliance with the four-eyes principle.
- Obtain details of currency withdrawal and deposit requirements from license holders and the Banking Operations Office and prepare in advance all cash to facilitate scheduled withdrawals.
- Issue receipts for cash deposits made by license holders, obtain receipts for cash withdrawals, record all cash movements in the cash management system, and provide Back Office team with all related vouchers and supporting documentation.
- Ensure the timely and effective undertaking of all cash transactions with license holders.
- Enforce all security aspects relating to the vaults.
- Coordinate with the Principal Currency Operations to determine the processing requirements for fit currency to ensure that demand is met, while taking into account the recourse period on deposits as agreed with license holders.
- Maintain cash holdings in an organised and readily accessible manner to facilitate the effective reconciliation and distribution.
- Assist the Principal Currency Operations in carrying out the weekly physical reconciliations in accordance with the applicable Policies & Procedures.
- Prepare and provide reconciliation documentation to support management reporting and maintain adequate audit trails.
- Support the compilation of statistics and reporting related to cash transactions.

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- Raise requests for the settlement of office related payments, monitor budget expenditure, and maintain accurate records and supporting documentation for all settlements.
- Perform on-site and off-site monitoring to ensure that professional cash handlers are operating in line with regulatory requirements.
- Maintain a high level of customer satisfaction and contribute to safeguarding the Bank's reputation through professional and effective stakeholder engagement.
- Support the ongoing professional cash handler certification requirements in line with the relevant ECB Decisions and the Central Bank of Malta (CBM) Directive No. 10.
- Assist the Currency Surveillance Unit within the office.
- To undertake Back Office duties when required.
- Contribute to the development and planning of the Malta Coin Centre's coin sales programme.
- Support the sale and distribution of numismatic coins and products, including eShop and over-the-counter sales, order fulfilment, shipping and insurance arrangements, customer support, stock management, and inventory reconciliations.
- Provide support in relation to financial reporting and compliance requirements arising from Malta Coin Centre transactions.
- Provide administrative support to superiors.
- Keep abreast with and adhere to established Policies and Procedures.
- Report on activities undertaken.
- Ensure a high quality / standard of work and service throughout.
- Perform any other duties that may be assigned from time to time.

Competencies and Proficiency Levels

Within the context of their specific tasks, the incumbent is expected:

- To be truthful and honest;
- To have a positive, will-do attitude;
- To share the Bank's intolerance of sexism, homophobia, xenophobia and racism, and to be respectful and caring towards others irrespective of sexual, religious and political orientation;
- To carry out their tasks professionally and ethically;
- To communicate effectively;
- To have a sense of the value of time and priorities;
- To respect security and confidentiality; and
- To be able to lead and to work in teams as may be the case.

Where applicable, the incumbent will have the following competences at a specified level of proficiency

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General Competencies	Level 1	Level 2	Level 3	Level 4	Level 5
Analysis, research and problem solving		✓			
Customer Care	✓				
Computer and IT Literacy		✓			
Managerial Competencies	Level 1	Level 2	Level 3	Level 4	Level 5
Strategic Thinking and Planning	✓				
Promoting Change through Creativity	✓				
Leading People and Performance	✓				
Managing Relationships	✓				
Operations, Processes and Information Management		✓			
Industry Awareness and Understanding	✓				
Technical Competencies	Level 1	Level 2	Level 3	Level 4	Level 5
Health & Safety	✓				
Operational Management		✓			
General Accounting	✓				
Marketing and Commercial	✓				

Experience and Qualifications

- As a minimum, candidates must possess a Diploma qualification at MQF Level 4 in Accounting, Economics, Marketing, Business Administration, Financial Services, or a related discipline, or an equivalent qualification recognised at MQF Level 4, and demonstrate the ability to perform the duties outlined in the job description.
- Working knowledge of MS applications, and cash management systems.
- Sound verbal and written communication skills in English.
- Highly organised and capable of effectively multitasking, prioritising, planning, and monitoring activities, while ensuring strict adherence to the Bank's policies, procedures, and requirements.
- Related work experience will be considered as an asset.
- Knowledge of the applicable ECB Decisions and EU Regulations and CBM Directives related to currency operations will be considered as an asset.
- Experience in the handling of storage equipment will be considered as an asset.

Working Relationships and Lines of Communication

- Internal**
- Head of Department, Office Manager, Principal Officers, Senior Officers, staff.
 - Property and Procurement Department regarding messenger support.
 - Banking Operations Office regarding cash transactions and accounting.

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| External | <ul style="list-style-type: none">• License holders regarding cash transactions.• Cash management system technical officials for support purposes.• Cash In Transit companies. |
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Physical Dimensions

N/A

To Be Completed by Each Employee in the Role

Employee Name	
Employee Signature	Date
Head of Department Signature	Date