

Central Bank of Malta Job Description

Job Title:	Senior Finance Officer		
Office:	FINANCE	Reports To:	Manager Finance
Department:	FINANCIAL CONTROL	Date:	October 2026

Job Purpose:

Support the Financial Control Department through the management, enhancement, and automation of financial systems and processes, ensuring the integrity, accuracy, and reliability of accounting data across multiple platforms. Identify, investigate, and resolve system-related issues, support digital transformation initiatives, and contribute to process improvements that enhance operational efficiency and reporting capabilities.

Technical / Functional Responsibilities:

- To monitor and check the correctness of the automated processes in the accounting systems by carrying out system data checking.
- To support superiors in the identification, reporting and resolving of any inaccuracies in accounting data produced by the systems, ensuring timely escalation, detailed documentation and effective corrective action.
- To compile, validate and consolidate data from multiple system interfaces to support the team in ensuring the accuracy and integrity of reporting.
- To support superiors in the implementation of accounting-related projects/products including participation during User Acceptance Testing, documenting the testing outcomes and escalating any issues encountered.
- To contribute to statistical projects by supporting data analysis, reporting requirements and process optimisation in line with emerging European Central Bank requirements, including the Integrated Reporting Framework (IReF).
- To support the team in the execution, monitoring, and continuous improvement of operational and reporting processes, leveraging technology, automation tools and AI agents where appropriate to enhance efficiency in the fulfilment of the Office's reporting obligations.
- To support the team in the execution of day-to-day operational activities, preparation of ECB reporting and other statutory statistical reporting processes, ensuring the timely and accurate fulfilment of the Office's reporting obligations and adherence to established deadlines.
- To assist in the compilation of the monthly Board Papers and other reports provided for the Bank's Committees.

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- To ensure that proper working procedures and documentation align with policies, procedures, and current business practices.
- To keep abreast with and adhere to established Policies and Procedures.
- To report on activities undertaken.
- To ensure a high quality / standard of work and service throughout.
- To 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, can-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 chosen candidate will have the following competences at a specified level of proficiency

General Competencies	N/A	Level 1	Level 2	Level 3	Level 4	Level 5
Analysis, research and problem solving				√		
Customer Care			√			
Computer and IT Literacy				√		
Managerial Competencies	N/A	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	N/A	Level 1	Level 2	Level 3	Level 4	Level 5
General Accounting				√		
Accounting Regulation and Reporting				√		
Financial Market Behaviour & Portfolio Management Knowledge			√			
Settlements Infrastructure				√		

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Experience and Qualifications

- A degree at MQF level 7 in a relevant discipline such as Information Systems or Business Information Systems or Data Analytics or Finance or Accounting, together with at least 2 years relevant professional experience.
- Experience in IT systems, business applications, process automation, data analytics, digital transformation, or project support will be considered an asset.
- Strong analytical and numerical skills, with the ability to work with data, identify issues, and support practical solutions.
- Familiarity with accounting, financial reporting, IFRSs, or ESCB Accounting Guidelines will be considered an asset.
- Knowledge of AI, business intelligence tools, automation, or data visualisation solutions aimed at improving efficiency and decision-making will be considered an asset.
- Experience in system testing, requirements gathering, process documentation, or implementation support will be considered an asset.
- Strong communication skills and the ability to work effectively with different business areas across the Bank.
- Self-motivated, adaptable, and able to work under pressure in a dynamic environment.

Working Relationships and Lines of Communication

Internal

Head of Department/Office Manager and staff.
Information Systems specialists for the respective support.
Operational Offices and Operational Risk Management Office.
Payments and Banking Operations Office.
International Asset Management Office.
Other offices as commended by business needs.
Internal Audit Department to respond to queries and to discuss procedures.

External

European Central Bank as per the business requirement, and National Central Banks to exchange knowledge and experience.
Customers to discuss and tackle problems.
External Auditors for support, compliance and development.
External System Consultants for on-going support and during projects.

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Physical Dimensions

Nil

To Be Completed by Each Employee in the Role

Employee Name	
Employee Signature	Date
Head of Department Signature	Date