

## **JOB SPECIFICATION**

**GRADE:** Executive Officer

**DEPARTMENT:** Treasury Department

**RESPONSIBLE TO:** Accountant General

### **JOB PROFILE:**

Duties appropriate to the grade of Executive Officer are those which call for the ability to manage the execution of work, within defined guidelines with or without supporting staff, either without close direction or control from senior management or in situations where direction and control are not available or appropriate.

Executive officers are junior managers in the Civil Service. Their job titles and job descriptions vary widely from department to department.

In-house professional performing the functions (below) under direction and supervision.

### **The main functions of the post are likely to include:**

- The supervision of subordinate staff engaged on routine procedures or functions with such quality control checks as may be necessary to ensure the efficient performance in the following fields;
  - Workflow.
  - Discipline.
  - Desk training.
  - Annual reporting and statistics.
  - Minor welfare problems.
  - Managing a team or small office.
  - Allocating work to junior staff.
  - Drafting records/minutes of meetings.
  - Liaising with external suppliers of goods and services.
- Giving advice to members of the public and/or representatives of organisations.

- Assisting in the training of junior staff.
- Visiting organisations and members of the public to check that they are operating within the law.
- Investigating and initiating action against those that break the law.
- Giving presentations, carrying out research and keeping records.
- Dealing with cases specifically delegated to the grade by regulation, i.e. not to be further delegated.
- Dealing with cases in which some discretion is necessary in the interpretation of policies and procedures or where doubt exists in the application of precedent or regulation but where decisions on individual circumstances will not affect basic policy.
- The considerative or interpretative analysis, summary and evaluation of the work of material; implementing courses of action or preparing recommendations for consideration at higher level.
- The Management and upkeep of books of accounts, ledgers and registers of Government Owned Companies.
- The preparation of the draft financial statements of Government Owned Companies.
- The preparation of monthly financial management reports.
- Responsible for the company administration, including the Company minutes, resolutions, submission of tax returns, annual returns and other statutory obligations of Government Owned Companies.
- The oversight of financing agreements.
- Review / Assessment of Financial statements.
- Internal Auditing of Government Owned Companies, Agencies and Contracted services, including:
  - Monitoring compliance with contractual obligations;
  - Supervision of accounting standards, accounting systems and internal controls.
- Management of the staff of the Account Standards Companies Section.
- Attendance at regular meetings with Accountants, Auditors and Senior Staff.

- Verification of electronic payments.
- Assisting in the preparation of Estimates for Government-owned companies and Consolidated Fund expenditure and revenue.
- Assisting in the preparation of Parliamentary answers in connection with Companies, Projects and Contracted Services.
- Any further duties commensurate with the post as may be required by the Accountant General.

**PERSON SPECIFICATION – EXECUTIVE OFFICER IN THE TREASURY DEPARTMENT**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications:</b>	<p>Five GCSE (or GCE ‘O’ Level) passes or equivalent at grades A, B or C, including English Language and Maths.</p> <p>Completion of the foundation level of the ACCA qualification or equivalent and undertaking the professional level with a view of completing the ACCA or equivalent examinations.</p>	<p>Accredited qualification in Management, Accounting or other related field.</p> <p>Member of an accredited Accounting and Finance Body (e.g ACCA / ICAEW).</p>
<b>Experience:</b>	<p>A minimum of two years’ accounting experience.</p> <p>Must have worked within a commercial finance environment.</p> <p>A proven record in working on matters of responsibility and confidentiality.</p>	<p>Minimum five years of accounting experience.</p> <p>Experience in a supervisory/management role.</p>
<b>Knowledge:</b>	Sound knowledge of Financial Reporting standards (GAAP / IFRS etc)	Knowledge of Gibraltar’s Income Tax Act & Companies Act
<b>Key Skills and Behaviours:</b>	<p>Ability to work effectively under pressure and meet set deadlines.</p> <p>Have excellent numerical skills.</p> <p>Have excellent communication skills, both verbal and written.</p> <p>Leadership qualities, which encompass the ability to manage staff.</p> <p>Ability to plan and organise work on own initiative, and as part of a team, sometimes without close direction or control from senior management.</p> <p>Able to use available resources for the welfare of the section.</p> <p>Able to be self - reliant and have a proactive esteem.</p>	
<b>Key Skills and Behaviours</b>	Able to take sound decisions/have sound judgement and follow clearly defined work	

<b>(con'd):</b>	<p>procedures.</p> <p>Willingness to take on responsibility and be discreet when dealing with confidential information.</p> <p>Have critical analysis and clear logical thought of action.</p> <p>Computer Literacy in dealing with MS Office, in particular, Word, Excel and Access programmes.</p> <p>Ability to plan, organise and prioritise work.</p> <p>Ability to approach a wide range of problems, make sound decisions and have sound judgement.</p> <p>Ability to work effectively under pressure in order to meet tight deadlines and departmental needs.</p> <p>Willingness to take on responsibility.</p> <p>Able to interact appropriately and professionally.</p> <p>Work methodically, accurately and with attention to detail.</p> <p>Able to use resources to achieve value for money.</p>	
<b>Other requirements:</b>	<p>Substituting for higher grade when required.</p> <p>Available to work, on occasions, as may be required, after normal working hours</p>	