

## ICMPD Job Profile

### Regional Finance Officer - Malta<sup>1</sup>

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#### Functional Overview

The Regional Finance Officer is responsible for ensuring high-quality financial management, reporting, and compliance oversight across the designated region. Based in Malta, the Regional Finance Officer is part of the Finance and Budget Unit (FBU) and administratively reports to the Head of Regional Office Malta as a member of the regional team. The position works closely with regional operations and project teams, while functionally coordinating with Finance at HQ. The officer oversees budget allocation and rate management, financial reporting, accounting oversight, tax and VAT compliance, and cash and bank management within the region. They ensure that regional financial operations align with ICMPD's internal financial regulations, donor requirements, and audit readiness standards.

#### Key Results

**Regional Financial Oversight and Reporting:** The Regional Finance Officer maintains oversight of the region's financial reporting obligations, ensuring accuracy, compliance, and timeliness in both internal and donor-facing reports. This includes the review of grantee financial reports, validation of supporting documentation, and posting of related expenditures in the financial system. The officer coordinates with regional and project staff to validate financial data, respond to queries, and support audit preparedness. They support verification missions in the region, particularly by preparing pre-verification documentation and addressing post-verification findings. They also coordinate the audit process for internal billing systems, including preparing supporting documentation and gathering input for continuous improvement of internal financial processes.

**Budget Management and Allocation:** The Regional Finance Officer is responsible for establishing and regularly updating budget rates for internal services. They ensure these rates are accurate, consistently applied, and aligned with institutional cost recovery policies. The officer contributes to the institutional consolidated budget process by providing regional inputs and relevant financial analysis. They also monitor financial implementation across the region and submit periodic reports on regional project delivery against planned budgets. In addition, the officer processes re-booking requests in accordance with internal financial procedures, ensuring accurate financial classification and documentation. The officer is also responsible for clearing the internal invoices for the services provided by the region. This includes ensuring that income is properly recognised, tracking revenue recognition, and coordinating with relevant teams to ensure timely processing. The officer contributes to the improvement of internal invoicing workflows and supports planning for potential external invoicing solutions as needed.

**Financial Transactions, Reconciliation, and Cash Management:** The role includes oversight and processing of daily financial transactions in the region, including accounting postings, travel claims, and rebooking. The officer ensures the timely reconciliation of bank and petty cash accounts, oversees payment workflows, and ensures alignment with internal controls. Regular validation of tax and VAT documentation, including preparation of related reports, is a key function. The officer ensures that field offices maintain sound cash handling practices and comply with documentation and filing standards.

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<sup>1</sup> This job is classified at LP3/IP3.

**Training and Capacity Building:** The Regional Finance Officer provides technical guidance and training to regional project and administrative staff on financial procedures, and compliance with internal financial rules. The officer supports the timely preparation and quality review of regional financial data that feeds into donor reports prior to their formal submission. They also ensure that proper financial documentation and archiving procedures are followed in the Regional Office and field locations and train relevant staff accordingly. The officer acts as the primary regional point of contact for day-to-day financial queries and promotes streamlined collaboration between field offices, project teams, and HQ Finance.

### **Required Expertise**

- Solid knowledge of accounting, financial reporting, budget control, and donor compliance requirements.
- Experience in overseeing or reviewing financial transactions, reconciliations, and payment processes across multiple locations.
- Familiarity with international financial regulations, including VAT and tax obligations.
- Proficiency in ERP systems (e.g. SAP) and strong command of Excel and standard financial tools.
- Strong analytical and problem-solving skills, with the ability to interpret financial data and provide actionable recommendations.
- Experience working in cross-functional and multicultural environments.
- Ability to train and support staff in financial procedures and compliance standards.

### **Qualifications, Experience and Language Skills**

- Master's degree in finance, accounting, business administration, or a related field.
- Minimum of 5 years of progressively responsible experience in finance, with at least 2 years in a regional or multi-project context.
- Demonstrated experience in accounting and financial reporting, including practical exposure to cost recovery mechanisms within international organisations is an asset.
- Proficiency in English (verbal and written); knowledge of **Arabic or French**, as regional working languages, is considered a strong asset.
- Proficiency in financial systems (e.g. SAP), Excel, and other standard financial software.