The Director of Legal Aid Malta Agency invites applications for the post of **Senior Administration Officer (Finance, HR and Admin.)** at Legal Aid Malta Agency.

JOB DESCRIPTION

Job title	Senior Administration Officer (Finance, HR and Admin.)
No. of positions to be filled	1
Contract term	Indefinite position
Vacancy	External Call
Salary yearly for which in 2027 is: Performance Bonus: Training allowance: Class allowance: Communication allowance: Qualification allowance:	€32,018 with annual increase of €1,613 and annual increments of €487 (upon satisfactory performance) up to a maximum for which in 2027 is €34,939 Up to a maximum of 10% of yearly salary €750 yearly €1,400 yearly €500 yearly The successful applicant will be entitled to the highest qualification obtained from the following: Undergraduate diploma - €500 Undergraduate diploma VET Higher Diploma - €680 Bachelor's degree - €800 Postgraduate certificate - €700 Master's degree postgraduate diploma - €1,100 Doctoral degree - €1,400 *Qualification allowances will increase for the following years as per collective agreement.*
Reporting to:	Director and/or senior management
Closing date:	Applications, together with attached updated CV and scanned PDF copies of certificates will be received by email on hr.legalaidmalta@gov.mt **by noon of 4th December 2026** indicating the relevanti reference number in the email subject, as indicated below. **LAM 26/2026 – SAO** Applications received after the closing date will not be considered..
Jobsplus Permit Number:	1019/2026
Required qualifications:	• Six (6) subjects at MQF level 3 attained with at least at Grade 5 in SEC examinations, or a Grade C in foreign examinations, two of which need to be in Maltese or English, and Mathematics or Accounts or Business Studies or Economics or Commerce and at least four (4) years relevant experience in Accounting or Auditing or Financial Management or Human Resources. **OR** • A recognised qualification at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits, or equivalent*) in Business Management, or Business Administration, or Economics, or Accounting and Business, or Banking and Finance, or Accountancy, or a recognised comparable professional Diploma at MQF Level 4 in Accountancy, or in relevant areas as determined by Management. **OR** • A recognised qualification at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits, or equivalent*) in Business Management, or Business Administration, or Economics, or Accounting and Business, or Banking and Finance, or Accountancy, or a recognised comparable professional Diploma at

	MQF Level 5 in Accountancy, or Accounting and Business, or in relevant areas as determined by Management. *A recognised qualification comparable to 120/60 ECTS/ECVET credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application. Able to communicate, read and write fluently in Maltese and English languages.

The functions and responsibilities of the Senior Administration Officer (Finance, HR and Admin.) shall include:

Finance, Accounts and Procurement

1. Performing duties related to financial and accounting management of the Agency under the direction of the management of the Agency.
2. Assist in audit and budget preparation and monitoring.
3. Process and record financial transactions, including inputting data on system applications used by the Agency.
4. Prepare financial reports and reconciliations.
5. Coordinate procurement processes.
6. Drafting of tender documents.
7. Prepare procurement documentation and evaluations.
8. Monitor contracts and supplier performance.

Human Resources

9. Coordinate recruitment, onboarding and termination procedures.
10. Maintain personnel records.
11. Support performance management and staff development.
12. Assist and process monthly payroll run.

Administration

13. Manage, support and coordinate day-to-day administrative operations.
14. Maintain and update inventory records and databases to ensure accuracy.
15. Conduct regular physical inventory counts and audits to reconcile discrepancies.
16. Develop and implement administrative policies and procedures.
17. Maintain records, correspondence and documentation.
18. Collating finance, accounting and human resources information required and submitting returns.
19. Implement administrative, logistical and organisational aspects assigned by the management of the Agency.
20. Establishes, maintains and update files, records, databases and other documentation as assigned by the management of the Agency.
21. Follow and undertake tasks as directed and any other duties as assigned by senior management or the delegated authority of the Agency.
22. Perform any other duties according to the exigencies of the service as directed by the Permanent Secretary overseeing the Agency and the Principal Permanent Secretary.