



**SACRED
HEART
COLLEGE**

Call for Applications for the Post of College Administrator-Bursar at Sacred Heart College

Sacred Heart College would like to remind all interested applicants that it has a zero-tolerance policy towards any form of child abuse. Sacred Heart College adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Educations Regulations 2016) in its recruitment process. It also adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse published in November 2014.

All references to the male gender include the female gender.

August 27, 2023

1. GENERAL

- 1.1 Sacred Heart College invites applications for the post of Administrator-Bursar from suitably qualified and skilled individuals who are in possession of the necessary qualifications, knowledge and experience as well as the skills-set to fulfil the role profile and job description identified below.

2. TERMS AND CONDITIONS

- 2.1 The annual salary for the post of College Administrator-Bursar is €28,000 rising by annual increments of €500 up to a maximum of €30,000 over a five-year period payable on a monthly basis in arrears.
- 2.2 This appointment, which is subject to a probationary period of twelve (12) months, is on full-time, indefinite basis and is subject to all applicable legislation, rules and regulations in force at any given time, including those established in the Church Schools Sector and at Sacred Heart College.
- 2.3 The successful candidate will be supported through an appropriate induction and onboarding programme during the probationary period and at any such time as deemed required by the College Director or the Board of Governors. The induction and onboarding programme is considered to be an integral feature of the employment process of the College.
- 2.4 The College Administrator will be accountable to the College Director in the first instance and ultimately to the Board of Governors of the College.

3. ROLE PROFILE

- 3.1 The Administrator-Bursar at Sacred Heart College leads and manages the Accounts and HR Unit at the College. As such, the College Administrator-Bursar is involved in and manages all finance-related matters at the College, working collegially with and as guided and supported by the College Director and the Finance Committee at the College. Equally, the role entails the carrying out and oversight of general human

resource duties, including involvement in recruitment, onboarding and induction processes and payroll preparation.

- 3.2 Through his contribution as outlined in the job description below and together with the dynamic team of professionals at the College, the Administrator-Bursar will continue to bring forward the Sacred Heart College mission that, amongst other things, “seeks to educate the whole person as a responsible member of society, confident of personal worth, actively living out Christ's call to know and share His love.”

4. DUTIES

The main responsibilities connected to the post are the following:

4.1 Financial Duties

- 4.1.1 Ensuring the accounting records of the Foundation are maintained according to generally accepted accounting standards
- 4.1.2 Managing accounts payable and receivable and ensuring processing of payments and receivables is efficient and timely
- 4.1.3 Overseeing day-to-day cash management and cash handling including handling petty cash
- 4.1.4 Reconciling bank statements on a monthly basis, including monitoring of deposits
- 4.1.5 Preparing financial statements on a quarterly basis or as otherwise required
- 4.1.6 Maintaining cost analyses and other statistical records
- 4.1.7 Preparing system-generated and other *ad hoc* reports as may be required
- 4.1.8 Preparing and managing annual and rolling budgets for the College
- 4.1.9 Assisting the College Director in the preparation and forecasts for a three-year financial plan
- 4.1.10 Assisting the College Director in the preparation and processing of quotations and tender documents
- 4.1.11 Organising quotation or tender evaluation boards and preparing reports
- 4.1.12 Ensuring and overseeing the processing, record-keeping and timely issuing of receipts for donations received
- 4.1.13 Liaising with the Foundation's auditors, the Secretariat for Catholic Education and any other competent authority as required
- 4.1.14 Processing VAT returns as necessary

4.2 HR-related Duties

- 4.2.1 Preparing and submitting monthly payroll reports or drawing up such data and/or preparatory work as is required for same, including preparation of pay slips and any payroll-related documentation, inclusive of statutory year-end returns (FS3 and FS7)
- 4.2.2 Coordinating and overseeing hiring processes at the College as required
- 4.2.3 Involvement in onboarding and induction processes at the College as required
- 4.2.4 Drafting of employment contracts in conjunction with the College Director
- 4.2.5 Ensuring that employees' data and records are maintained and updated as required
- 4.2.6 Managing employee benefit programs

4.3 General Duties

- 4.3.1 Ensuring that vehicle road licenses and insurances of College-owned vehicles are paid regularly and that such vehicles are VRT-certified and serviced regularly
- 4.3.2 Carrying out administrative duties and liaising with the College clerks on the day-to-day running of the Accounts and HR Unit
- 4.3.3 Keeping in touch with and ensuring compliance of the College with all legislative and/or regulatory requirements related to the post and advising the College Director accordingly
- 4.3.4 Attending monthly Finance Committee meetings and other meetings as required
- 4.3.5 Reporting to the Board of Governors and attending Board of Governors meetings when required
- 4.3.6 Any other duties compatible with the post

5. SKILLS

5.1 The skills-set required for this post includes the following:

- 5.1.1 Strong financial/accounting skills
- 5.1.2 Strong IT skills, including extensive knowledge of Microsoft Excel
- 5.1.3 Ability to manage budgets effectively
- 5.1.4 Strong leadership and management skills



- 5.1.5 Effective planning and organisational skills
- 5.1.6 Good written and oral presentation skills
- 5.1.7 Strong communicative skills and the ability to communicate effectively with different stakeholders.

5.2 Familiarity with Shireburn will be considered an asset.

6. SUBMISSION OF SUPPORTING DOCUMENTATION

- 6.1 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application.
- 6.2 Original certificates and/or testimonials must be produced for verification at the interview.

7. SELECTION PROCEDURE

- 7.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post.
- 7.2 An individual interview will be held for all eligible candidates. Further details will be given to all eligible candidates.
- 7.3 Individual interview results will be communicated within fifteen (15) working days of the interview.
- 7.4 Requests by candidates for a breakdown of their own personal result must be made in writing and addressed to the College Director, Sacred Heart College at collegedirector@sacredheart.edu.mt within seven (7) working days from when the result is sent.
- 7.5 Candidates are entitled to appeal the result of their interview. Any such request must be made in writing and addressed to the Delegate for Catholic Education at charles.mallia@maltadiocese.org, providing a clear indication why the candidate in question does not agree with the result. Such appeal should reach the Delegate for Catholic Education within ten (10) working days from when the result is sent.

- 7.6 In case of an appeal, an independent Appeals Board will be set up to review the selection process. The Appeals Board will review the selection process to ensure that the applicant has been treated in a fair, honest and just manner according to the set eligibility and assessment criteria. If this is not the case, a new interviewing board is appointed by Sacred Heart College and the process is repeated. The Appeals Board does not replace the proper role and functions of the Interviewing Board.

8. SUBMISSION OF APPLICATIONS

- 8.1 Interested applicants are required to send a covering letter stating their intent, a detailed CV, copies of all qualification certificates as well as any other relevant documentation.
- 8.2 All applications should be sent by email on vacancies@sacredheart.edu.mt and addressed to the College Director, Sacred Heart College.
- 8.3 All applications are to reach the College Director, Sacred Heart College by Monday, 11th September, 2023. If the post is not filled, the call for applications will remain open.
- 8.4 All applications will be acknowledged by email within four (4) days of the closing date of applications.
- 8.5 Applications by post or by hand will not be accepted.