

“To provide and sustain decent social and affordable housing opportunities promoting stability and supporting social mobility.”

Vacancy Manager (Payroll & Finance)

The Housing Authority is currently seeking to recruit a motivated person to fill the post above on a full-time and indefinite contract basis.

The ideal candidate brings strong expertise in managing the full payroll cycle with accuracy and compliance, along with solid skills in budgeting, forecasting, and cash flow planning. They demonstrate sharp analytical ability and sound judgment to support effective financial decision-making. As a capable leader, they guide and motivate staff while fostering professionalism and continuous improvement, with the ability to interact efficiently with all levels within the authority. They handle confidential information with integrity, remain highly organised, and meet tight deadlines. Experience and proficiency in payroll software Shireburn Indigo will be considered as an asset.

❖ Requisites

- A recognised Master’s qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or equivalent) in Management, Administration, Finance, or a comparable professional qualification.

or

- A recognised Bachelor’s Qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent) in Management, Administration, Finance, or in a comparable professional qualification, together with two years of relevant work experience.

❖ Job Summary

- For **Payroll**, the Manager is responsible for overseeing and managing the Authority’s payroll function to ensure employees are paid accurately, on time, and in compliance with all statutory requirements. This role involves supervising payroll staff, maintaining payroll systems, and ensuring adherence to tax regulations and the Authority’s policies.
- For **Finance**, the Manager is responsible for leading the Authority’s budgeting, forecasting, and cash flow planning processes. The position provides financial insight, analysis, and decision support to management to ensure effective resource allocation, financial sustainability, and alignment with strategic and operational objectives.

❖ Roles and Responsibilities

Key Responsibilities - Payroll

1. Manage, calculate, and oversee the full payroll cycle of the Authority and its Boards to ensure accurate and timely payment of salaries.
2. Ensure compliance with employment legislation, tax laws, social security, and collective agreements.

3. Review and approve payroll calculations, deductions, allowances, and benefits.
4. Perform any necessary payroll reconciliations with the accounting system.
5. Ensure timely submission of statutory returns.
6. Prepare the necessary payroll reports, cost analyses, and any other reports requested.
7. Prepare information to be submitted for financial budget purposes.
8. Manage overtime budgets and payroll costs in line with the budgets.
9. Manage payroll audits and respond to internal and external audit queries.
10. Handle payroll-related queries from employees in a timely and professional manner.
11. Maintain confidentiality, data integrity, and security of payroll information.
12. Liaise and collaborate with HR and Finance departments, other internal departments, third parties, outsourcing and Shireburn.
13. Implement and maintain strong internal controls to mitigate payroll and compliance risks.

Key Responsibilities - Finance

1. Lead the preparation and consolidation of annual budgets and multi-year financial plans.
2. Coordinate departmental budget submissions and ensure accuracy, completeness, and compliance.
3. Monitor budget performance and prepare clear variance analyses and forecasts.
4. Develop and maintain short-term and long-term cash flow forecasts.
5. Monitor cash inflows and outflows to identify risks, shortfalls, or surplus positions.
6. Ensure alignment between budgets, forecasts, and actual financial performance.
7. Prepare financial planning reports for senior management, boards, and ministries.
8. Support audits and ensure compliance with financial regulations and internal controls.
9. Improve budgeting and cash flow processes, systems, and financial discipline across the Authority.

Key Responsibilities - General

1. Support the Executive Head – Financial Controller in developing and implementing financial strategies to achieve the Authority's objectives.
2. Maintain manuals of Standard Operating Procedures for respective departments.
3. Lead and mentoring reporting staff, fostering a culture of excellence, collaboration, and professional development.
4. Other Ad hoc duties as required.

Technical Skills

1. Proficiency in payroll software – Experience in Shireburn Indigo is considered an asset
2. Advanced Excel skills.
3. Strong numerical and analytical abilities.

Personal Skills

1. High attention to detail and accuracy.
2. Strong leadership, communication, and organisational skills.
3. Ability to handle confidential information with integrity.
4. Problem-solving mindset and ability to meet tight deadlines.

Interested candidates are invited to submit a letter of application including a detailed CV to the Human Resources Section via email on vacancies.ha@ha.gov.mt. An Interviewing Board will be set up to decide which application merits approval.

JobsPlus Permit: 170/2026
