

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

## Vacancy

# Manager (Financial Planning & Analysis)

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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 is capable of leading the preparation of annual budgets and long-term financial plans while ensuring accuracy and strategic alignment. They are proficient in monitoring financial performance, conducting variance analysis, and producing reliable forecasts. They can effectively manage cash-flow planning, treasury functions, and banking relationships to safeguard the Housing Authority's financial stability. They collaborate with internal sections and external stakeholders, including Government entities, to gather financial data and provide timely information. They demonstrate strong leadership by supporting the Executive Head, maintaining SOP manuals, and mentoring staff to uphold high standards of professionalism and performance.

### ❖ Requisites

1. 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
2. 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

The FP&A Manager is responsible for overseeing the accounting and budgetary functions of the Housing Authority (Authority), ensuring accuracy in financial reporting, and compliance with legal and regulatory standards. This role involves developing budgetary models and conducting financial analysis to support strategic decision-making and long-term planning.

### Roles and Responsibilities:

- Lead the preparation of annual budgets and long-term financial plans.
- Coordinate and review departmental budgets to ensure accuracy and compliance.
- Monitor financial performance, including variance analysis and forecasting.
- Manage cash flow planning and track inflows/outflows to identify risks or opportunities.
- Oversee treasury functions, including cash management and banking relationships.
- Implement tools for the purposes of reporting and analysis.
- Collaborate with other sections within the Authority to gather financial data, understand business needs, and provide financial support.
- Track costs and manage the budget on various projects, reporting any variances.

- Prepare and present regular project updates to senior management and stakeholders.
- Identify and assess potential project risks and assist the project leader in developing mitigation strategies from a financial perspective.
- Liaise, in a timely manner, with Government entities and pass any information requested by Government including Parliamentary Questions.

### **Key Responsibilities - General**

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

**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](mailto:vacancies.ha@ha.gov.mt). An Interviewing Board will be set up to decide which application merits approval.**

*JobsPlus Permit: 335/2026*

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