



SACRED HEART COLLEGE
Sacred Heart Avenue, St. Julian's STJ 1432

Date: 29th April 2019

Call for Applications
Post of College Administrator

The Board of Governors Sacred Heart College invites applications for the post of Administrator

The College Administrator will join a team of workers who uphold 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.”

Functions Role and Responsibilities

The overall duties and responsibilities of the College Administrator shall include the following:

- Maintaining the accounting records of the Foundation including the amalgamation of the school departmental accounts into a centralized accounting software system.
- Processing payments to creditors.
- Cash management and cash handling.
- Handling of petty cash within the College.
- Reconciling bank statements on a monthly basis, including monitoring of deposits.
- Preparing quarterly/monthly financial statements.
- Maintaining cost analyses and other statistical records.
- Preparing forecast for a three-year financial plan.
- In collaboration with the Director and the Heads of School, organize manage and control efficiently and effectively the physical resources of the school and endeavor to make use of these resources to optimize the raising of funds in such fields compatible with the school and its environment.
- Preparing and processing quotations and tender documents.
- Organizing quotation or tender evaluation boards and preparing reports.
- Preparation and submission of monthly payroll reports including preparation of pay slips, and any payroll related documentation. This also includes the statutory year-end returns (FS3 and FS7)
- Processing, keeping records and issuing timely receipts for donations received.
- Drafting of employment contracts in conjunction with the Board of Governors.
- Preparing the annual budget.

- Carrying out administrative duties and liaising with the College clerks on the day-to-day running of the office.
- Applying for Government and other EU-related grants, if applicable.
- Preparing system generated and other ad hoc reports as may be required.
- Reporting to the Board of Governors and attending Board of Governors meeting when required.
- Liaising with the Foundation's auditors.
- Attending monthly Finance and other meetings as required.
- Keeping in touch with legislation and legal notices relevant to the job.
- Keeping in contact with the Secretariat for Catholic Education and other competent authorities.
- Ensuring that road licenses and insurances are paid regularly.
- Ensuring school vehicles are VRT certified and serviced regularly.
- Dealing with VAT returns.
- Any other duties compatible with the post.

Accountability

The College Administrator is, in the first instance accountable to the College Director and ultimately to the Board of Governors.

Skills Required

The skills required for the post include:

Strong IT skills;
 Strong Financial accounting skills;
 Ability to manage budgets efficiently;
 Leadership and planning skills;
 Effective time Management and organizational skills;
 Good written and oral presentation skills;
 Ability to communicate effectively with different stakeholders.

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application.

Original certificates and/or testimonials are to be invariably produced for verification during the interview.

Terms and Conditions

The appointment is on an indefinite, 40-hour week, full-time basis and is subject to the rules and regulations governing from time to time staff employed by church schools. It is subject to a probationary period of one year.

The salary is commensurate with qualifications and experience gained.

Submission of application

Applications together with a covering letter and summary of qualifications and experience submitted in the European Curriculum Vitae format will be received by not later than **noon (Central European Time) of Monday 20th May 2019.**

Applications may be sent by:

- Email, addressed to: **shcssvacancies@sacredheart.edu.mt**
- Post, addressed to the Chairperson Board of Governors;
- Delivered by hand to the Head Senior School during school hours.

Applications by post should be sent by registered mail, allowing sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing.

Eligible applicants will be called for an interview.



Joyce Pullicino
Chairperson Board of Governors,
Sacred Heart College