

JOB DESCRIPTION: Administration Officer (HR and Finance)

Reporting to: School Principal (or his delegate)

Purpose of the Position

To assist the HR and Finance Principal Officers, as well as the School Administration Officers, in supporting smooth administrative and financial operations, ensuring accurate record-keeping and adherence to the policies of the Archbishop's Seminary. The role requires maintaining up-to-date personnel data, supporting staff needs, and facilitating effective communication with relevant departments.

KEY RESPONSIBILITIES

HR Support

- Prepare and photocopy application forms and certificates for new staff;
- Maintain and update staff records, including attendance, sick leave, vacation, and special leave;
- Follow up on incomplete attendance records and ensure break supervision sheets are submitted on time;
- Maintain staff personnel files and ensure completeness and accuracy;
- Act as liaison for onboarding and offboarding staff (e.g., issuing/returning swipe cards, laptops, Wi-Fi access);
- Compile vacancies, manage recruitment procedures, and acknowledge applications throughout the year;
- Assist staff with administrative requests such as reference letter and letter of employment;
- Coordinate with nursing and security services for school-wide events and calendar planning;
- Manage stationery orders and conduct stocktakes to reconcile stock levels;

Finance Support

- Prepare and deposit bank payments;
- Manage petty cash transactions across Seminary departments;
- Monitor debtors, control credit, and ensure timely payments;
- Record cash receipts and payments in an organized and traceable manner;

- Process payments to creditors and staff reimbursements using the NAVISION accounting system;
- Verify accuracy of all financial transactions and maintain accurate records;
- Prepare variance reports on school donations and receipts;
- Work with accounting ledgers, journals, and spreadsheets;
- Serve as point of contact for suppliers and finance-related queries;

Administrative Support

- Take minutes during meetings;
- Update addresses and print labels for the *Seminarium* mailing list;
- Organize and number school portrait photos for publication;
- Perform any other duties as assigned by the School Principal or his delegates

Qualification and Eligibility Criteria

- Possess a relevant full qualification at MQF Level 4 in relevant areas (candidates employed as clerical officers in Church Schools and who have at least twelve [12] years of relevant experience are also eligible.)
- Attention to detail and high level of accuracy
- Minimum of 1 year of experience in a fast-paced office administration role or a similar office-based environment.
- Strong proficiency in Microsoft Office, particularly Excel.
- Excellent organizational, interpersonal, and communication skills.
- Good knowledge of office administration practices.
- High level of accuracy in data entry and information preparation.
- Ability to work effectively within a team.
- Strong analytical and problem-solving abilities.
- Effective verbal and written communication skills.

Conditions of Work

This role is on a full-time basis from 7:00 am to 3:45 pm between the 16th September and 30th June (including 15-minute break at 9:00 am and 30-minute break at 12.00 pm) and from 7:00 am to 1:00 pm (including 15-minute break at 9:00 am) between 1st July and 15th September.

Remuneration

The salary attached to the post is Scale 12/1 which in 2025, is €22,526 per annum with an annual allowance of €500, rising to a maximum of scale 10/7 which in 2025 is €28,017 with an annual allowance of €750. The probationary period for this post is six months.

Submission of Application

A letter of application, accompanied by a CV, will be received in the first instance by the **HR Department** by not later than ***noon CET time of the 13th of June 2025***. Applications are to be submitted by email to ***vacancies@maltaseminary.org*** or by **postal mail** by the above-mentioned closing date. The applications will be acknowledged. **Late applications shall not be considered.**

HR Department

The Archbishop's Seminary

Call: Administration Officer

Address: 90, Tal-Virtu Road, Rabat, RBT2604