

RFQ Services of an Accountant for the Gzira Local Council.

The Gzira Local Council is receiving quotations for the services of an accountant/accountancy services to fulfil its financial obligations as per Chapter 363 of the Laws of Malta as per the specifications hereunder. The nature of works to be executed vary and include, *inter alia*, maintaining all accounts (creditors, debtors, income, payroll, FSS and bank reconciliations), submitting/uploading (digitally) all tax returns to the relevant departments, preparing monthly, quarterly, half-yearly, and yearly reports, updating and maintaining the fixed assets register, preparation of annual financial statements carry out necessary audit adjustments and replies to the management letter.

Duties and responsibilities

1. Assist the Executive Secretary in maintaining the accounting system of the Local Council with any queries to ensure that the accounting system is being properly maintained daily.
2. Assist the Executive Secretary in ensuring that the Local Council maintains an adequate internal control system that safeguards the assets and documents of the Local Council and results in the maintenance of a complete and reliable accounting system.
3. Check that the Fixed Asset Register in the accounting system is being properly maintained and that the monthly depreciation charge is being properly calculated.
4. Assist the Executive Secretary in the timely compilation of the annual budget, business plans and quarterly financial reports and returns that are required to be submitted to the Department for Local Government or any other financial reports and/or returns as instructed by the Executive Secretary to any other authorities.
5. Provide financial advice to the Executive Secretary on financial aspects of the Local Council's operations, to include advice on financial measures necessary to adhere to financial legal requirements in terms of Section 6 of the Local Councils Financial Regulations.
6. Prepare the annual financial statements of the Local Council, compliant with IFRS (including IFRS 9) and the Financial Procedures, within the stipulated time frame. The financial statements are to be accompanied by supporting working papers that shall be made available to the Executive Secretary.
7. Assist the Executive Secretary during the Local Council Executive Meetings when the annual financial statements are presented, and answer any issues raised by the members present.
8. Shall be a member of the Finance Committee.

9. Assist the Executive Secretary at any other meetings that the Executive Secretary would consider that the accountant's presence is needed including attendance at the Local Council.
10. May be required to liaise with the Local Government Auditor as instructed by the Executive Secretary during the audit of the annual financial statements, or an Interim or Mid-Term Audit as may be required.
11. Assist the Executive Secretary to respond to the Management Letter sent by the Local Government Auditor, ensure that management points are implemented, and report in writing on the corrective measures taken.
12. Carry out the necessary adjustments in the Local Council's accounting system as required by the Local Government Auditor.
13. Ensure that the opening balances in the accounting system are correct and correspond with the Audited Financial Statements as approved by the Local Council.
14. Assist the Executive Secretary during any financial inquiry or investigation being carried out by any competent authority.
15. May be appointed as a member of the tender evaluation committee.
16. The accountant must ensure that he is physically present at the Council at least once a month to input all the accounts in the Sage accounting system.
17. The accountant is obliged to send the Quarter Financial Statements by no later than the 10th day of April/July/October and January.
18. The accountant will have to keep to the timeframes stipulated by the law in terms of submissions of Financial Statements and response to Management letters.

Requirements

- The accountant must be a warranted Certified Public Accountant (CPA) in terms of the Accountancy Profession Act and Local Councils' Memo 12/2005. (In the case of an accounting firm, the individual providing the service on behalf of the accounting firm shall hold a CPA warrant).
- The accountant is to have a thorough knowledge of Sage Pastel Partner, Sage Pastel Evolution and Sage Line 50.
- The accountant must have an excellent working knowledge of Chapter 363 of the Laws of Malta, related Subsidiary Legislation, Legal Notices, Local Council Procedures (1996) including Financial, Auditing and Tendering Procedures and any other Memos and directives issued by the Department of Local Councils and the National Audit Office.

- Experience in accountancy services provided to other Local Councils would be considered an asset for the awarding of the RFQ.
- Must have own equipment and software licences to fulfil all the duties and obligations of this RFQ.
- In case of termination of service by the accountant, he/she/firm are liable to conclude the ongoing financial year, assist the Executive Secretary and the Local Government Auditor throughout the audit, carry out the necessary audit adjustments and assist the Executive Secretary with regards to the reply of the management letter.

Important information to prospective bidders:

- As per government procurement regulations, this RFQ has a maximum ceiling of €10,000 excluding 18% VAT annually, and the award criteria is the cheapest technically compliant offer within this ceiling.
- Bidders are to submit their CV including a copy of their CPA warrant. In case of an accountancy firm, the bidding firm must provide the CV and the warrant of their appointed person responsible for the fulfilment of this RFQ. Firms need to be in full compliance with Article 10 of Chapter 281 of the Laws of Malta and are to provide their Accountancy Board Registration Number and copy of the Accountancy Board Registration Certificate and Registration with the MFSA and/or the MBR.
- Deadline for the submission of bids is set for the 18th February 2022 by return email. Bids are to include CVs, copies of warrant/s and financial offer on per annum, payable via SEPA transfer monthly.