

Finance and Administration Division

Structure, Functions and Responsibilities

The Finance and Administration Division encompasses the Financial Management and Control Unit and the Administration Department.

The Financial Management and Control Unit is responsible for all the financial functions of the Ministry for Health and Active Ageing (Health) in general through its team of financial controllers within its service and non-service provider entities.

The Financial Management and Control Unit processes operational expenditure payments and consolidates analyses and reports data in line with Ministry for Finance and Treasury protocols. It also processes salaries of support non-service provider entities/cost centres and consolidates revenue reporting templates. Through its team of financial controllers embedded within the various MFH service provider entities it is responsible for all financial matters, budgetary control and internal control mechanisms across the Ministry. Finally, the Unit is also responsible for the annual submission of the System of Health Accounts to Eurostat. This is the main source of information regarding the financial flows associated with the consumption of health care in Malta.

Administration Department

The MHA Administration Department is very vast and embraces numerous sections including The Registry, Head Office Reception, Head Office Inventory and Fleet Management. Other administrative duties include coordinating Green Initiatives across the Ministry and managing Freedom of Information and Data Protection issues related to the Finance and Administration General Directorate.

The Administration Department is primarily a centralised unit within the Finance and Administration General Directorate which is responsible for MHA's administrative issues. Major areas and/or functions falling within the administrative remit are Fleet Management, Green Initiatives, Registry and Head Office Building Maintenance and Inventory.

General Description of the Categories of Documents Held

- Supplier invoices;
- (Employee) Travel documents;
- Training documents;
- Payroll related documents (including particular employee contracts)
- Correspondence of a procurement and financial nature;

Treatment abroad documents;

- Internal financial documents;
- Contracts with suppliers;
- Departmental files
- Employees Personal
- Disciplinary files

Contact Details of the Finance and Administration Division FOI Office

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