

Finance and Administration Department

Structure, Functions and Responsibilities

Financial Management and Control Unit

The Finance and Administration Division encompasses the Financial Management and Control Unit, the Administration Department, the Central Procurement and Supplies Unit, the Pharmacy of Your Choice Unit, and the National Blood Transfusion Centre.

The Financial Management and Control Unit is responsible for all the financial functions of the Ministry for 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 MFH Administration Department is very vast and embraces numerous sections including The Registry, Head Office Reception, Head Office Inventory, 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 MFH'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;

- Documents related to EU co-financed projects;
- Internal financial documents;
- Contracts with suppliers.
- Departmental files
- Employees Personal files
- Employees Disciplinary files

Contact Details of the Finance and Administration Department FOI Office

Address: 15, Palazzo Castellania, Merchants Street, Valletta VLT 1711

Telephone Number: 21224071

Email: foi.mfh@gov.mt