



**Infrastructure Cook Islands
GOVERNMENT OF THE COOK ISLANDS**

PO Box 102 Rarotonga Cook Islands Phone (682) 20321 www.ici.gov.ck

POSITION SUMMARY

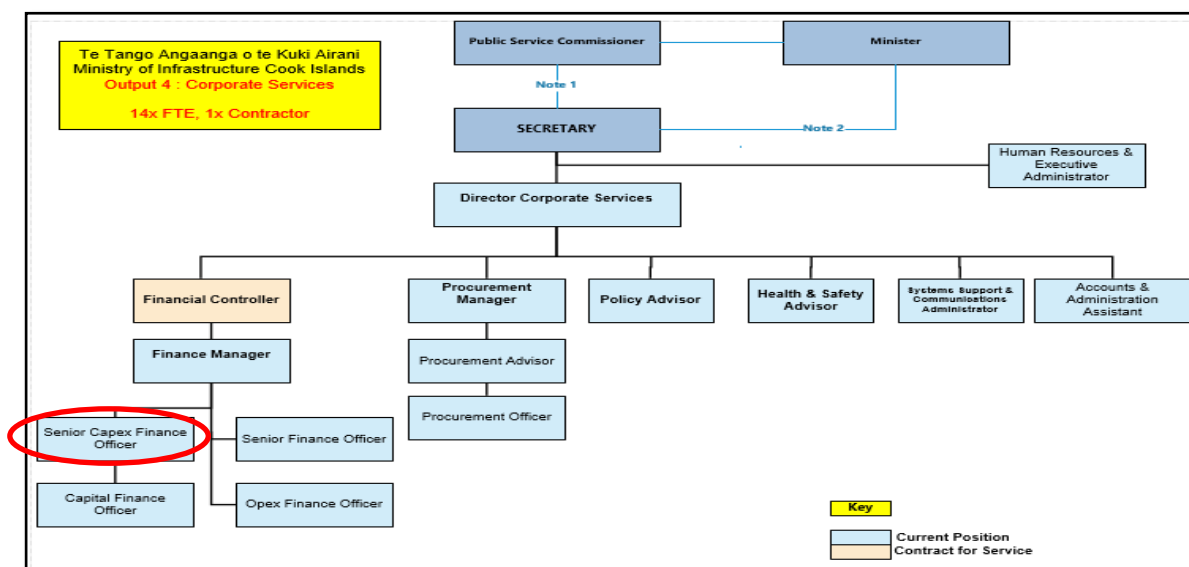
Job Title:	Senior Capital Finance Officer
Division:	Corporate & Regulatory Services Division
Responsible To:	Finance Manager
Responsible For:	1 x FTE
Job Purpose:	To provide timely financial management for the overall capital expenditure projects for the Ministry. To adhere and to ensure compliance with all government legislation to meet its statutory requirements in terms of adherence to the Cook Islands Financial Policies and Procedures Manual (CIFPPM), MFEM Act, PERCA Act and the PSC Act
Job Classification:	Governance
Job Band:	G
Date updated:	January 2022

AGENCY VISION

The Ministry strives to enrich our communities through quality infrastructure development. To achieve this ICI's goals are to:

- Ensure that we deliver on our core public services.
- Deliver well planned, quality infrastructure.
- Effectively management waste.
- Deliver optimal outcomes for the Cook Islands through our people, network, systems and services.

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA 1: Financial Processing and Posting for:</p> <p>POBOC Applications</p> <ul style="list-style-type: none"> • Manage and assist the Capex Officer with the preparation and posting of POBOC payment vouchers for Outer Island Machinery repairs & maintenance programmes • Manage and assist the Capex Officer in the preparation and posting of POBOC payment vouchers for the Waste Collection contract • Manage and assist the Capex Officer in the preparation and posting of POBOC payment vouchers for Bridges & Drainage, Emergency Work and Road Maintenance <p>Capital Projects</p> <ul style="list-style-type: none"> • Manage and assist the Capex Officer in the preparation and posting of Capital payment vouchers for Outer Island Capital Infrastructure projects • Manage and assist the Capex Officer in the preparation and posting of Capital payment vouchers for Rarotonga Infrastructure projects • Manage and monitor the postings to ensure expenditure is allocated to the correct projects and islands • ensures that transactions are processed and posted in accordance with the Financial Management policies, Regulations, Financial Controller's instructions and Departmental policy • Manage and assist the Capex Officer in the posting of all above vouchers to excel SMARTSHEET and MYOB • Duplicate all paper work involved in the above vouchers, record them and send to MFEM for payment processing <p>Others</p> <ul style="list-style-type: none"> • Prepare and post any general journal entries required for POBOC and Capital vouchers to MYOB and ensure that these are reflected on MFEM's FMIS report • Prepare monthly payment vouchers for salary reimbursements from Grant and other funding sources and post these transactions to MYOB. • Manage and monitor the allocation of vouchers to period to which it relates • Liaise with MFEM for urgent payment requests 	<ul style="list-style-type: none"> • Invoices received in relation to POBOC, Capex and any other programme (Aid) managed by ICI are processed and recorded in an accurate and timely manner. • Ensure all payment vouchers are authorised, duplicated, recorded and sent to MFEM in a timely manner. • All postings are accurate, and reflect the balance of the FMIS Report • All vouchers are recorded on SMART SHEETS and posted in MYOB and POBOC and project balances are reflected accurately by month-end
<p>KRA 2: Supplier Relations:</p> <ul style="list-style-type: none"> • Ensure suppliers remittance advices received from MFEM relating to POBOC, 	<ul style="list-style-type: none"> • Outstanding payments from suppliers are followed up in a timely manner • Suppliers are advised of their payments and reasons for delays

<p>ADB project and Capital Project Vouchers are emailed in a timely manner</p> <ul style="list-style-type: none"> • Advise Suppliers of MFEM 3 day processing of payments and of any delays in relation to payments • Reconcile supplier statements with payments made • Advise both MFEM and Suppliers of any errors that may have caused shortfalls or overpayments • Follow up with suppliers on any outstanding payments from FMIS monthly reports 	<ul style="list-style-type: none"> • Issues with Suppliers are resolved in a timely manner • Statements match procurements made and the FMIS report
<p>KRA 3: Financial Reconciliations & Management:</p> <ul style="list-style-type: none"> • Manage the budget and forecasting of project balances for POBOC and Capital Projects • Reconcile SMART SHEETS to MFEM's FMIS reports and advise any adjustments that are required • Prepare expenditure reports on behalf of the Senior Finance Officer and assists with all aspects of budget management • Prepare expenditure reports on behalf of the Financial Controller and assist with all aspects of budget management • Provide assistance as necessary and required in the development and maintenance of financial systems within the Ministry 	<ul style="list-style-type: none"> • Ensure weekly reconciliations are done between FMIS, SMART SHEETS and MYOB • Ensure reconciliation's between FMIS, SMART SHEETS and MYOB are done monthly • Ensure all reconciliations are accurate and discrepancies resolved in a timely manner. • Expenditure is monitored against approved budgets, records are maintained and appropriate audit trails are in place to ensure an effective financial support service is provided to the Financial Controller
<p>KRA 4: Document Management:</p> <ul style="list-style-type: none"> • Manage and monitor the compilation in consecutive order, all payment vouchers, and any documents needing to be filed into individual folders relating to relevant projects and separated by colour • Ensure all manual and electronic files are supported by relevant documents • Ensure that any changes made to documents are certified and approved by the Financial Controller and filing systems updated to reflect all the changes. • Ensure files are kept complete and safe for Auditing purposes 	<ul style="list-style-type: none"> • Documents are complete, authorised and ready for audit • Documents can be easily found when requested • All postings accounted for with supporting documentation
<p>KRA 5: Support:</p> <ul style="list-style-type: none"> • Assist the Finance Manager with Capital & POBOC sections of the Monthly Variance Report • Provide assistance to the Finance Manager in relation to monthly cash-flow management and the monitoring and reporting of expenditure in an effective and timely manner. • Provide projected balances of Capital & POBOC projects for relevant staff of ICI • Assist the Finance Manager to perform regular stock takes of all assets purchased and held by the ministry to reflect the true worth of the fixed assets register 	<ul style="list-style-type: none"> • All documents checked and are accurate • Monthly reports are completed in a timely manner • Balances accurately reflect the position of the Capital & POBOC accounts • Stocktake of assets are accurate and completed within timeframe • Other duties requested are performed in a timely manner

<p>KRA 6: Leadership and Direction</p> <ul style="list-style-type: none"> • Contribute to the planning, leadership and management, people development, financial, information and risk management outputs for ICI • Provide supportive leadership to staff • Participate fully in the performance management process, working with staff to develop, monitor and review work performance • Provide advice and direction to other divisions of the Ministry in adhering to the Financial Policy and Procedures Manual • Develop staff knowledge and skills • Foster an organisational culture that achieves ICI goals and ensures customer value 	<ul style="list-style-type: none"> • Finance staff carry out daily responsibilities in adherence with the Financial Manual • Engaged managers leading teams to achieve ICI shared goals and outputs • Positive feedback from staff • HR processes implemented • Staff are supported with their career pathways and leadership development as required
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WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	To meet financial management statutory requirements in terms of adherence to relevant Acts and Policies
2	Ensure robust systems that control and manage the substantial financial and capital resources provided by Government funding to the Ministry
3	Providing initiatives to streamline accounting efficiency and productivity of staff

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

Financial	No
Staff	No
Contractual	No

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal	Nature of Contact	External	Nature of Contact
Finance Manager, Senior Finance Officer	Heavy Review and certification of all current and completed payment vouchers	Suppliers and Customers	Promoting Seeking clarification on invoices to certify accuracy
Other ICI Staff	Heavy Providing ongoing financial advice in adhering to the Policy and Procedures manual	MFEM	Routine Liaise with MFEM pertaining to the postings of FMIS Report
Secretary, Financial Controller	Medium Progress of payments	Audit Office	Routine Assist in the preparation of the Cook Islands Audit requirements

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
National Diploma Level 6 in Accounting	As per essentials

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
5-6 years of financial and accounting experience	As per essential

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> • Advance MYOB and Excel skills • Attention to detail • Excellent problem solving skills
Advanced	<ul style="list-style-type: none"> • Advanced MYOB Accounting Package experience • Discretion, tact and diplomacy in handling sensitive information • Computer literate with knowledge of the following; Microsoft Word, Excel, Access, power point
Working	<ul style="list-style-type: none"> • Excellent analytical skills • Excellent project management skills • Understanding of financial management principles and reporting requirements under IFRS and IPSAS • Excellent standard of written and spoken English and Maori
Awareness	<ul style="list-style-type: none"> • Understanding of MFEM and PSC Act • Financial reporting requirements

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

HoM/Manager

Date

Employee

Date