



**POSITION SUMMARY**

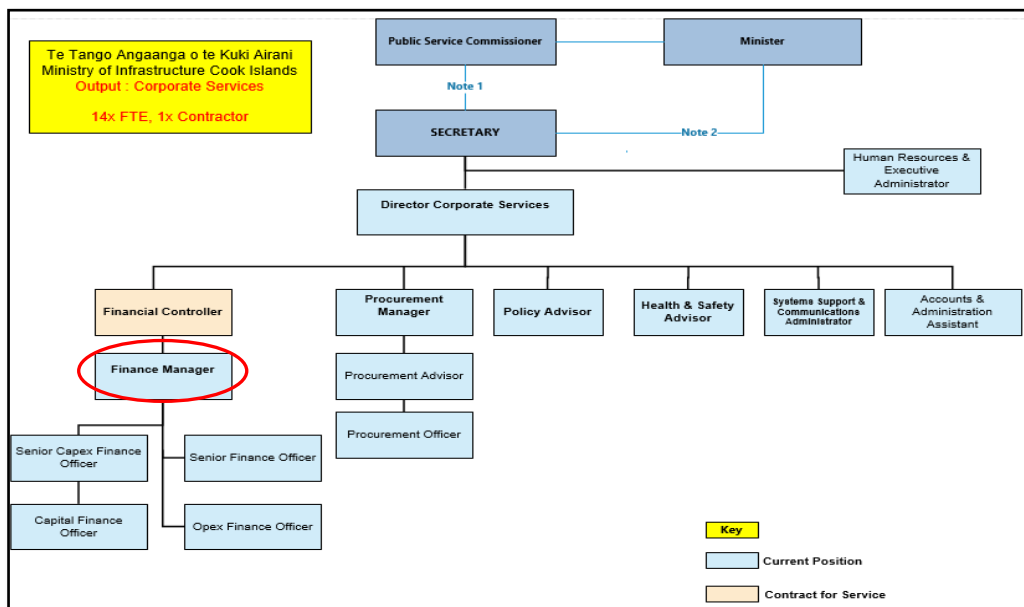
<b>Job Title:</b>	<b>Finance Manager</b>
<b>Division:</b>	Corporate Services Division
<b>Responsible To:</b>	Financial Controller
<b>Responsible For:</b>	4 x FTE
<b>Job Purpose:</b>	To ensure compliance with all government legislation and policies and to provide quality financial management to the Ministry to ensure transparency and accuracy. In doing so, it is extremely important that all aspects of the Key Results Areas are met. The Ministry's budget is in comparison to other agencies significant and complex, particularly in terms of Capital expenditure and its management. Failure to meet these results will have significant impact on the financial situation of the Ministry and delivery of Government's capital investments.
<b>Job Classification:</b>	Governance
<b>Job Band:</b>	I
<b>Date updated:</b>	May 2023

**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><b>KRA 1: Financial Process management including transaction posting of the Ministry</b></p> <ul style="list-style-type: none"> <li>• Ensure efficient, effective and transparent financial process management.</li> <li>• Oversee the Accounts payable process including, checking and verifying JORS, generating purchase orders, checking and verifying invoices, preparing and processing payments.</li> <li>• Oversee the Accounts Receivable process including, preparing customer invoices based on services ICI has provided, matching payments to invoices generated and researching and investigating discrepancies in invoices to determine the accuracy of the charges.</li> <li>• Review the receivable and payable reconciliation report to ensure accuracy and reconcile with the MYOB reports.</li> <li>• Review the monthly and quarterly report</li> <li>• Collate the Expenditure Report, Cash Report, and Revenue Report into a summarised Financial Report</li> <li>• Assist the Financial Controller with the preparation, completion and review of the Ministry Annual Statutory accounts</li> <li>• Oversee that all entries and adjustments made to the MYOB data file are properly endorsed with supporting documentation</li> <li>• Ensure that the presentation and disclosures of the annual reports match the requirements of the IPSAS reporting standards</li> </ul>	<ul style="list-style-type: none"> <li>• Best practise Financial Management processes are implemented.</li> <li>• invoices are accurate and correctly accounted for</li> <li>• All debt is current</li> <li>• Suppliers are paid in a timely manner</li> <li>• Reporting obligations submitted to the Secretary</li> <li>• Accurate and timely reporting at all times</li> <li>• Annual Statutory Report submitted in a timely manner</li> <li>• Supporting documents are readily available</li> <li>• Annual report ready for MFEM and Audit</li> </ul>
<p><b>KRA 2: Audit Preparation &amp; Internal Audit Controls</b></p> <ul style="list-style-type: none"> <li>• Reconcile the balance sheet accounts to present to the Financial Controller</li> <li>• Manage the completion of relevant journals and ensure copies of source documents are attached</li> <li>• Prepare the reconciliation of the Fixed Asset Register for Audit with supporting documents attached</li> <li>• Coordinate the Audit process working closely with the Auditors and the Financial Controller</li> <li>• Ensure all financial data is processed accurately</li> <li>• Check the Profit &amp; Loss and Balance Sheet to ensure accuracy</li> <li>• Analyse Donor fund spending informing divisions when thresholds and/or limits are approaching</li> </ul>	<ul style="list-style-type: none"> <li>• All necessary files for Audit process are ready</li> <li>• Journals with supporting source documents are available</li> <li>• Accurate and updated FAR</li> <li>• Audit process completed in a timely manner</li> <li>• Unqualified Audit Opinion is received</li> <li>• Transparent and accountable processes in place at all times</li> <li>• Updated and readily available financial analysis</li> <li>• Accurate and transparent implementation of all Donor projects at all times</li> </ul>

<ul style="list-style-type: none"> <li>Assist the Financial Controller to prepare an accurate financial positioning report for all Donor projects within the Ministry</li> <li>Analyse and check all existing Capital Projects reporting ensuring that invoices are paid</li> </ul>	
<p><b>KRA 3: Policies and procedures, accounting standards, and legislation</b></p> <ul style="list-style-type: none"> <li>Assist with the development and review of internal Financial Processes</li> <li>Adopt best practices within the finance sub division to ensure compliance at all times.</li> <li>Facilitate the consultation of all new and reviewed Financial Policy Procedures Manual within the Ministry</li> </ul>	<ul style="list-style-type: none"> <li>Transparent processes in place</li> <li>All staff are aware of the procedures within the Ministry</li> <li>Staff have access to financial policy and procedures manual</li> </ul>
<p><b>KRA 4: Leadership and Direction</b></p> <ul style="list-style-type: none"> <li>Lead and contribute to the planning, leadership and management, people development, financial, information and risk management outputs for ICI</li> <li>Provide supportive leadership to staff</li> <li>Participate fully in the performance management process, working with staff to develop, monitor and review work performance</li> <li>Submits a training development plan for endorsement and support financially</li> <li>Provides advice and direction to the finance team and other divisions of the Ministry in adhering to the Financial Policy and Procedures Manual</li> <li>Develop staff knowledge and skills</li> <li>Foster an organisational culture that achieves ICI goals and ensures customer value</li> </ul>	<ul style="list-style-type: none"> <li>Finance staff carry out daily responsibilities in adherence with the Financial Manual</li> <li>Engaged managers leading teams to achieve ICI shared goals and outputs</li> <li>Positive feedback from staff</li> <li>HR processes implemented</li> <li>Staff are supported with their career pathways and leadership development as required</li> </ul>
<p><b>KRA 5: Self-Management and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>Demonstrate self-management and continuous improvement in work performance and personal development</li> <li>Identify and manage critical issues and risks and ensure they are effectively addressed</li> </ul>	<ul style="list-style-type: none"> <li>Personal development and continuous improvement in work performance is evident</li> <li>Critical issues and risks are identified and managed</li> </ul>
<p><b>KRA 6: Other Duties</b></p> <ul style="list-style-type: none"> <li>Support the Business Plan process</li> <li>Coordinates the processing of the Budget template in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Budget process is completed in a timely manner</li> </ul>

## 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	Liaising with multiple agencies in the implementation of one large project
3	Working within a limited budget
4	Political interference

## AUTHORITY

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

<b>Financial</b>	Authority to spend up to the value of \$500 Operational expenses and up to the value of \$1,000 capital expenditure.
<b>Staff</b>	Yes
<b>Contractual</b>	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
Director Corporate Services	<b>Heavy</b> Provide guidance and financial advice	MFEM	<b>Promoting</b> Review monthly variance report, FAR, and annual report produced by ICI
Corporate Division Staff	<b>Heavy</b> Giving ongoing financial training and advice	Suppliers	<b>Promoting</b> Liaise with suppliers for quotes and invoice queries
Divisional Heads	<b>Medium</b> Information relating to financial matters	OPSC Audit Office	<b>Routine</b> Advice and giving and receiving information
Other ICI Staff	<b>Medium</b> Giving ongoing financial training and advice		

## 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)
Bachelor's Degree in Accounting	Chartered Accountant Certificate

## 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)
7-8 years of financial and accounting experience at the mid management level	As per essential

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	<ul style="list-style-type: none"> <li>Advanced MYOB and Excel skills</li> <li>Excellent analytical skills</li> <li>Excellent attention to detail</li> </ul>

<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Excellent understanding of accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles. and application in all tasks</li> <li>• Excellent understanding of Monitoring and Evaluation frameworks and their use as a planning tool</li> <li>• Strengths-based leadership, with the ability to collaborate with others, across the spectrum of Ministry functions, to achieve mutually agreed goals</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of MFEM and PSC Act</li> <li>• Ability to read legislation and practically apply</li> <li>• Sensitivity towards and understanding of Cook Islands language and culture</li> <li>• Sound research &amp; report writing skills (including the collection of both quantitative and qualitative data)</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience with all government processes</li> </ul>

**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