



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

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

POSITION SUMMARY

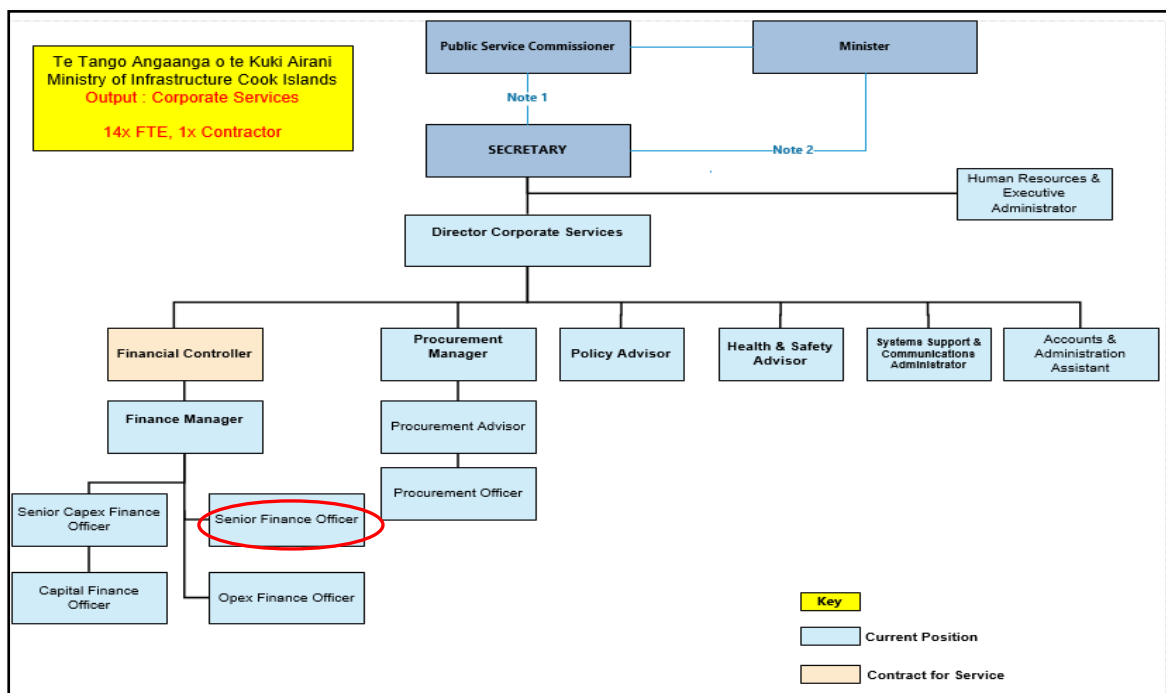
Job Title:	Senior Finance Officer
Division:	Corporate Services
Responsible To:	Finance Manager
Responsible For:	Direct day to day supervision of 1 x FTE
Job Purpose:	To assist the Finance Manager to maintain the ICI financial management obligations and services within the requirements of the MFEM Act and CIGFPPM. To ensure compliance with all financial policies and legislation to achieve transparent and accountable financial management within ICI.
Job Classification:	Governance
Job Band:	F
Date updated:	July 2020

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 Management Process</p> <ul style="list-style-type: none"> • Prepare payment documentation • Coordinate the compilation of all invoices received from all suppliers • Input data to MYOB • Update all financial process templates • Prepare documentation for authorisation and payment • Carry out 6 monthly and annual stock take of inventory and Fixed Assets • Ensure accurate codes and charges for disbursements • Follow up with vendors and other stakeholders to resolve account and billing issues • Analyse routine operating practices and procedures to include record keeping, financial performance, workflow and cost reduction, equipment and supply utilisation • Reverse prior month accrual entries • Post financials to the operating MYOB data file each month 	<ul style="list-style-type: none"> • Payments for goods and services are processed within 3 days of receiving the supplier • Accurate and timely MYOB data entry • Cheques to suppliers are registered for delivery • FAR is updated and inventory stock take completed • Monthly accruals are reversed within required timeline
<p>KRA 2: Operation procurement</p> <ul style="list-style-type: none"> • Monitor and manage requests to source quotes • Prepare a budget proposal for each activity • Process payments for goods and services 	<ul style="list-style-type: none"> • All payments are processed in a timely manner • Queries and issues to and from customers and suppliers are settled
<p>KRA 3: Annual PAYE</p> <ul style="list-style-type: none"> • Consolidates the monthly payroll analyses to prepare annual PAYE RM101 tax certificates for all members • Prepares the monthly VAT report 	<ul style="list-style-type: none"> • Annual earnings staff is reconciled with the Payroll details from MFEM • VAT Return and RM101 certificates are issued within the required RMD timeframe

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	The management of Crown and Donor funds that the ministry is accountable for
2	The maintenance of financial systems to ensure there are adequate internal controls
3	When multiple agencies are involved in the implementation of one large project
4	Working within a limited budget

AUTHORITY

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

Financial	No
Staff	Direct supervision of 1 x FTE in day to day tasks
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, Finance Officers	Heavy Provide guidance and financial advice	Public and Service users Outer Islands Councils	Promoting Advising and giving information Providing advice financial and support
Director Corporate Services	Medium Advising on progress of payments for goods and services as required from time to time	Banks	Information related to staff payment and overseas orders Promoting
Divisional heads	Medium Giving ongoing financial advice	Government ministries	Advice and information in dealing with reporting responsibilities Promoting
Other ICI Staff	Heavy Giving ongoing financial training and advice	Suppliers	Working with suppliers to assist in the procurement and payment of a wide range of materials

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 or related field	CPA or CA

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' experience in finance	As per essential

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> ▪ Advanced MYOB and Excel skills
Advanced	<ul style="list-style-type: none"> ▪ Advanced MYOB Accounting Package experience ▪ Excellent problem solving skills ▪ Discretion, tact and diplomacy in handling sensitive information ▪ Excellent skills in negotiation and conflict resolution ▪ Excellent attention to detail
Working	<ul style="list-style-type: none"> ▪ Knowledge and understanding of MFEM and PSC Act Ability to read legislation and practically apply ▪ Computer literate with advanced knowledge of the following; Microsoft Word, Excel, Access, power point ▪ Excellent analytical skills ▪ Excellent project management skills
Awareness	<ul style="list-style-type: none"> ▪ Knowledge and understanding of MFEM and PSC Act

	<ul style="list-style-type: none">▪ Knowledge and experience with all government processes financial reporting requirements
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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