



POSITION SUMMARY

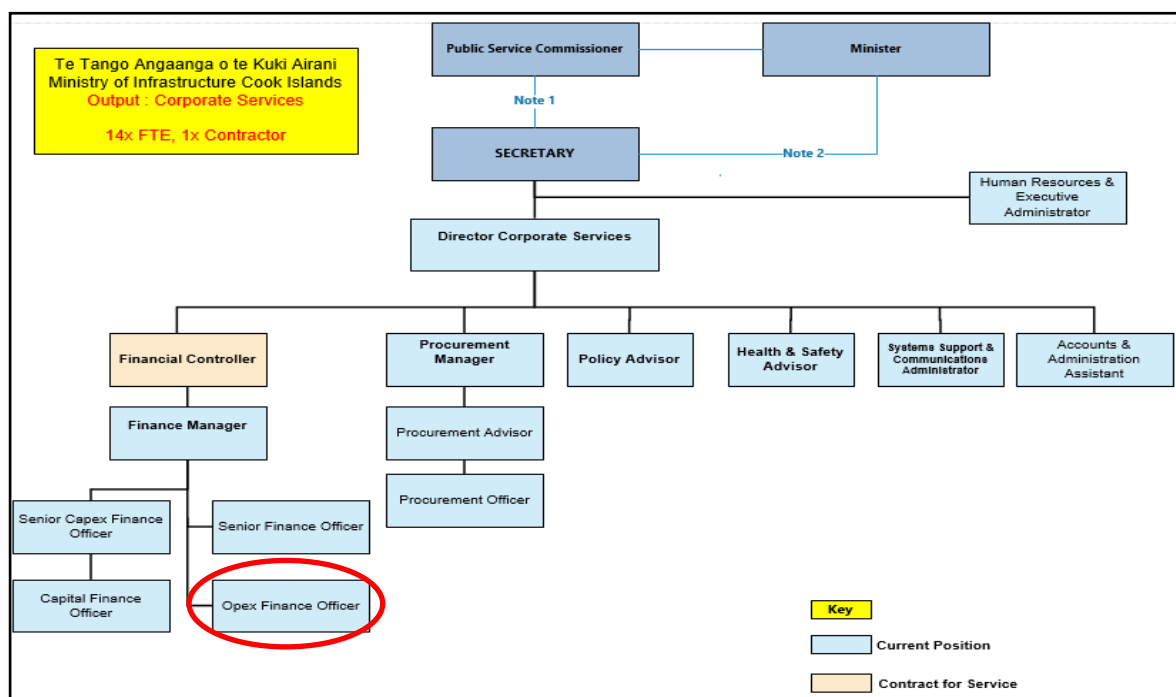
| | |
|----------------------------|--|
| Job Title: | Operating Finance Officer |
| Division: | Corporate & Regulatory Services Division |
| Responsible To: | Finance Manager |
| Responsible For: | Nil |
| Job Purpose: | To provide timely financial management for the overall operating account of the Ministry. To adhere and certify compliance with all government legislations and policies in a transparent and accountable financial management. |
| Job Classification: | Governance |
| Job Band: | E |
| 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) |
|--|--|
| KRA 1: Financial Processing Purchases <ul style="list-style-type: none"> • Prepare purchase orders in accordance with supporting documentation • Post and classify all bills relating to ICI operations into the MYOB data file • Prepare supplier payment vouchers and cheques • Prepare urgent requested cheques and supporting paperwork for reimbursement • Reconcile payments made to the supplier with bills payable Customers <ul style="list-style-type: none"> • Post service sale invoices to the MYOB data file • Post waste invoices for credit customers • Post daily banking analysis, and allocate to correct division • Prepare and record sales invoices for credit customers, and advise customer • Send waste invoices to credit customers including monthly statement at the end of each month • Reconcile payments received from customers with invoices payable • Advise customers of any variances AID Projects <ul style="list-style-type: none"> • Manage the administration of Aid Funded financial records • Prepare purchase orders in accordance with supporting documentation • Prepare payment vouchers and cheques for ADB project related bills • Stickers classify all the above to appropriate MFEM codes • Post vouchers in MYOB and apply payments on receipt of FMIS remittances • Prepare monthly bank reconciliations for both ADB and operating data file Journals <ul style="list-style-type: none"> • Post ADB financials to the operating MYOB data file • Post Accrued Electricity, Telecommunication, and Fuel • Post salary summaries for the period | <ul style="list-style-type: none"> • Purchase orders are raised in accordance to supporting documentation in a timely manner • All postings are posted accurately in a timely manner • Bills are paid in a timely manner • All ADB vouchers and cheques are prepared in a timely manner • Stickers match the correct project • Vouchers posted in MYOB and payments applied • Monthly bank reconciliations are prepared and are accurate • Any supplier issues are resolved in a timely manner • Customers receive invoices in a timely manner • All journals are posted in the required timeframe |
| KRA 2: Customer and Supplier Relations <ul style="list-style-type: none"> • Follow up customer debtors as date of payment falls due • Respond to requests and queries by customers • Review and resolve any issues relating to suppliers statements • Request documentation of proof for bills that have no verification | <ul style="list-style-type: none"> • Customers and suppliers are happy with decisions made • All issues are resolved • Statements received are true to what the ministry has procured |
| KRA 3: Document Management <ul style="list-style-type: none"> • Compile all payment vouchers, invoices, receipt analysis, waste invoices and any other documents for filing | <ul style="list-style-type: none"> • Documents are complete and ready for audit • Documents can be easily found |

| | |
|---|--|
| <ul style="list-style-type: none"> • Ensure files are supported by relevant documents and authorisation • Ensure that any changes that have been made to documents are certified and approved by the Senior Finance Officer • Ensure files are kept complete and safe for Auditing purposes | <ul style="list-style-type: none"> • All postings accounted for with authorisation and supporting documentation |
| KRA 4: Support <ul style="list-style-type: none"> • Check daily banking analysis of receipts before being banked into operational account • Assist the Senior Finance Officer with Monthly Report • Perform stock takes of all assets purchased and held by the ministry to reflect the true worth of the fixed assets register • Assist the Secretary and Director of Corporate Services when requested to perform other duties | <ul style="list-style-type: none"> • All documents checked and accurate • Monthly reports are completed in a timely manner • Stocktake of assets are accurate and completed within timeframe • Other duties requested are performed in a timely manner |

WORK COMPLEXITY

| <i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i> | |
|--|---|
| 1 | Ensuring the accuracy of all postings to the MYOB data file |
| 2 | Meeting deadlines |
| 3 | Working within a limited budget |
| 4 | Ensuring timely payment of 20 th month bills |

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 and prepared invoices | Audit Office | Routine Assist the senior Finance Officer in the preparation of the Cook Islands Audit requirements |
| Other ICI Staff | Heavy Providing ongoing financial advice in adhering to the Policy and Procedures manual | MFEM | Liaise with MFEM pertaining to the postings of FMIS Report |
| Secretary, Director Corporate Services | Medium Progress of payments | Relevant Suppliers and Customers | Promoting Providing and receiving information, attend to relevant queries on invoices and bills to certify integrity and accuracy |

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 essential |

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) |
|--|---|
| 4-5 years of financial and accounting experience | As per essential |

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Thorough practical understanding of financial management principles and reporting requirements under IFRS and IPSAS

| 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">Excellent problem solving skillsDiscretion, tact and diplomacy in handling sensitive informationKnowledge and experience working with MYOB Accounting packageExcellent attention to detailComputer literate with knowledge of the following; Microsoft Word, Excel, Access, power point |
| Working | <ul style="list-style-type: none">Knowledge and understanding of MFEM and PSC Act Ability to read legislation and practically applyExcellent analytical skillsExcellent project management skillsExcellent standard of written and spoken English and Maori |
| Awareness | <ul style="list-style-type: none">Knowledge and understanding of MFEM and PSC ActKnowledge and experience with all government processesFinancial 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