

Position Description

Vacancy Title: **Manager - Accounting Services**

Location: **Nadi**

Reports To: **None**

Objective

The Manager Accounting Services position is accountable for the administrative, financial, and risk management operations of Sando Services based in Nadi. S/he is responsible for the implementation, oversight and enhancement of financial strategies that safeguard company's financial interests as well as providing accurate financial reports for sound financial decision-making. This position reports to the Director

Outcomes

Organisational Stakeholders

1. Finance function effectively managed

- Effective management of the Sando Services's Finance, Payroll and Inventory functions delivered
 - Functions appropriately managed through effective performance management systems
- Timely and appropriate contribution as well as leadership in the development of budgets ensured
 - Prudent monitoring, management and control of the annual budget ensured and financial targets achieved
 - Incoming revenue and cash flows are appropriately managed
- Appropriate, relevant and effective systems, Policy, Standard Operating Procedures (SOPs), controls and guidelines for the Finance function developed, communicated and continuously refined for relevance
 - A robust Finance Policy and accompany procedures effectively implemented
 - Finance Policy aligned to and supports current and future business needs
- Strategic alignment of the Finance function with the Strategic Plan ensured at all times
- Work cooperatively with staff and Company Directors
- Due diligence effectively delivered to ensure liquidity levels are appropriate and available
- Statutory audits effectively planned, coordinated and concluded
 - Audit issues successfully addressed within stipulated timeframes
 - Audit process effectively assisted
 - Timely and accurate financial statements prepared and audit issues minimised

2. Financial Services provided

- Ensure annual budgets, cash flow forecasts and financial projections prepared in consultation with Directors
- Business objectives and targets (if any) achieved and timely advice with respect to the same provided to Directors as and when required
- Effective Cash flow management delivered
- Appropriate systems and internal controls implemented, maintained and continuously reviewed
- Financial accounting systems for cash management, accounts payable, accounts receivables and credit control developed and maintained
- Efficient collection of debts ensured and doubtful debt provisions and write-offs effectively reduced to appropriate levels
- Effective and efficient working relationships and liaison with Banks, External Auditors, Tax Department and other customers for day to day operations established and appropriately utilised
- Robust capital expenditure appraisal and project management projections prepared
- Soundness and adequacy of accounting/finance systems, procedures and controls reviewed and appraised.
- Timely reconciliation of balance sheet and P&L items including Bank reconciliation, debtors and creditors and other clearing accounts ensured
- Variances in budget monitored and effectively managed
- Efficacy in procurement services ensured
- Effective review of product pricing and write-offs where required
- Negotiations with customers/suppliers particularly with respect to payment terms and credit limits (if any) appropriately and efficiently carried out

3. Effective Risk and Compliance Management

- Full compliance of financial statutory and regulatory requirements to minimise extraordinary loss and penalties for non-compliance ensured.
- Full compliance with all relevant SOPs and other relevant internal policies and procedures ensured
- Financial risk management system developed, effectively implemented and continuously refined in consultation with Directors
 - Adequacy of systems, procedure and controls assessed and ensured
- Health, safety and environmental standards/requirements fully adhered to throughout the office
- Robust internal control environment established and effectively monitored to mitigate against financial risks

4. Well-informed executive management and Board

- Quality, timely and accurate Financial Services reporting ensured. Reporting includes but is not limited to the following:
 - Financial Asset Management Policy, Strategy and Management plan
 - Corporate Plan and Statement of Intent (where required)
 - Annual reports
 - Actual performance against annual performance measures and corporate targets
 - Risk profiling and reporting
 - Internal control issues/new considerations (depending on criticality and as and when required)
- Quality and timeliness of budget and performance reporting maintained at all times
- Quality and timeliness of Director papers and presentations maintained at all times
- Robust contributions towards monthly/periodic management meetings (when required) ensured
- Ad-hoc information requests by management and the board, for decision-making purposes, addressed effectively and in a timely manner
- Contributions to high-level business negotiations effectively contributed to as and when required
- Quality advice, both general and technical (where relevant) provided to management and the board as and when required

5. Human capital management supports continuous improvement

- Supportive & motivational leadership provided to all staff in support of the organisation's strategic objectives
- Environment to foster innovation & change provided
- Sound corporate governance practices established and complied with
- Training needs / competency gaps and career planning of staff appropriately assessed and addressed
- Organisation's Corporate Plan and Finance Department Action plans disseminated to all Finance Department staff and effectively implemented
- Active participation and implementation of Finance Department strategies and Action Plan(s) ensured

6. Organisational Values promoted and demonstrated at all times

- Support of the environment aligning deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Global Environment	Respond to globally driven changes in the organisation's environment.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting and Finance	
Desirable		
Masters Degree	Business Administration	

Work Knowledge and Experience

- Proven interpersonal skills and excellent business acumen skills
- Proven knowledge of relevant legislation and regulation
- Proven experience in delivering strong financial position and prudent cashflow management
- Minimum five years' experience working in public practice in Fiji.
- Completed CA or CPA – or be near completion.
- Willingness to undertake two online Australian subjects being FNSTPB402 Establish and maintain payroll systems and FNSTPB401 Complete business activity and instalment activity statements, paid for by SANDO Services Pte Ltd
- Analytical background with proven experience using this expertise to research, identify and analyse trends, prepare reports, and develop and implement improvement initiatives.
- Developed highly emotional intelligent skills with a strong focus on delivering high quality, accurate and timely services, and advice to our clients
- Knowledge of risk control initiatives, your application of relevant standards, policies, systems and practices and ability to provide solution-based outcomes and implement remedial strategies

Requirements

Language Proficiency

Excellent command of English

Professional Associations

- Chartered Professional Accountant (CPA)
- Membership of appropriate Professional Institution

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Board of Directors	
	All employees	
External		
	Suppliers	
	Statutory Authorities	
	Regulators	
	Taxation Authority	

Attributes

Behavioural Styles

- Accountable: Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Detail oriented: Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Integrity: Adherence to moral and ethical principles; soundness of moral character; honesty.
- Punctuality: Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

- Forthright: Speaks out frankly without hesitation, showing a direct manner.
- Objective: Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Perceptive Shows keen insight and understanding of issues or situations.

Thinking Styles

Disciplined/Systematic Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

Numerate Shows abilities in quantitative thought and expression.

Decisive Reaches conclusions, promptly and firmly.

How To Apply

Application must be submitted online by accessing the following URL: <http://app.hrmonise.com/job/Sando/MAS> with your letter addressing the critical outcomes and CV which must include details of 3 non-related professional referees.

Contact for Enquiries

Contact Name: Ravuama Buadromo

Contact Email: jobs@maxumisefiji.com

Further Contact Information: +679 773 3137

Closing Date: 25 Dec 2020