
Position Description

Vacancy Title: **Head of Finance and Administration**

Location: **Suva**

Reports To: **Chief Executive Officer (v 1.01)**

Objective

The Head of Finance & Administration will provide relevant and timely information for reporting purposes to the Chief Executive Officer and the Board of Directors. The role will oversee the financial function of the organisation and ensure compliance with relevant laws and regulations. In addition, the role will also oversee the HR and IT functions of Yatu Lau to provide and deliver efficient administration services while reporting to the Chief Executive Officer.

Outcomes

Organisational Stakeholders

1. Strategic goals effectively supported and delivered

- Good corporate and governance practices delivered including the establishment of best practice systems and procedures
 - Effective contribution to the strategic planning process and strategic plan implementation
 - Strategic recommendations provided to the CEO, Board of Directors and relevant stakeholders
 - Long-term business and financial planning advice provided as and when required
 - Provision of strategic risk management support and advice
 - Risks effectively managed to support strategic goals of the Yatu Lau
 - Relevant policies and procedures are developed, implemented and monitored for review
 - Division operational plans that support the Strategic Plan are developed and successfully implemented
 - Budget developed and delivered within agreed business targets
 - Departmental compliance and audit requirements are satisfactorily met/addressed
 - Effective policy framework and associated procedures maintained
 - Strategic and tactical advice provided to the Chief Executive Officer and staff on matters including but not limited to
 - Business performance
 - Safety, security and the environment
 - Strategic human resources management
 - Stakeholder engagement and relationships
 - Systems, methods and the efficiency & quality of services ensured through monitoring and improvements
 - Assistance and support is provided for capacity building initiatives to create an even stronger stakeholder and customer focused organisation
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2. Effective financial management and reporting ensured

- Financial oversight provided for daily operations and administration
 - Financial models designed to benefit existing and proposed operating initiatives
 - Annual finance planning/budgeting processes supported and the annual operating budget prepared
 - Annual operating budget effectively prepared in consultation with relevant staff
 - Work with Team Leader Finance and the CEO to develop/implement program and recommendation of budgets
 - Periodic profit & loss, balance sheet and cash flow financial statements prepared
 - Monitor, interpret and present financial results of operations and programs each month
 - Serve as financial liaison for the CEO, providing financial reports
 - Coordinate the annual audit in collaboration with Company Secretary / Audit & Risk Officer
 - Oversight provided to payroll and related functions
 - Financial controls created and maintained including the development of policies and procedures
 - Efficient functioning and documentation for all financial systems ensured
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3. Leadership and effective human capital management demonstrated across functions

- Relevant strategic human capital management tools and methods are identified/developed and effectively implemented in collaboration with HCM Coordinator. e.g. tools/methods for:
 - Workforce & succession planning; Talent and performance management; Identifying workforce requirements, in partnership with executives and management; Training and development; Employee relations; Cultural/behavioural development in the organisation; Employee engagement
 - Workforce requirements effectively integrated into organisational development strategies
 - Succession planning framework in place and in operation
 - Staff development is addressed on a timely basis through relevant training and development programmes
 - Leads a culture of high performance within Yatu Lau through the development and implementation of a People Strategy
 - Strategic development and deployment of initiatives implemented to drive: organisational culture, employee engagement, knowledge management (de-risk strategies), leadership development and the strategic capability needed to both advance and de-risk the business.
 - Safe, healthy and environmentally aware workforce encouraged and maintained
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4. Well-informed CEO and Board of Directors

- Financial reports are analysed and presented in an accurate and timely manner
- Communication of financial statements are conducted periodically
- Financial reporting materials collated for relevant stakeholders
- Business Plans effectively prepared
 - Oversee and lead annual budgeting and planning process in conjunction with the CEO
 - Administer and review all financial plans and budgets
- Undertake and present financial analysis as and when required

5. Statutory and operationally compliant organisation (department / division)

- All deliverables fully compliant with the prevailing laws, codes, good corporate governance practices as well as organisational policies, procedures and directives
- Organisation compliances as well as audit requirements ensured
 - Reporting is conducted in line with international accounting standards
 - Compliance is adhered to with regards to statutory and regulatory requirements
 - Employer responsibilities are carried out in compliance with policies and any legislative requirements
 - Accuracy of payments processed and compliance with Fiji Taxation Laws (Value Added Tax, valid Certificate of Exemption, Withholding Tax, Reverse VAT Charge, Provisional Tax, PAYE tax and Fiji National Provident Fund)
- Culture of compliance developed and continuously strengthened across the Department
- Current risk registers are maintained and actions assigned across the organisation are appropriate

6. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
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.
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.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.
Learning	Develop the competencies of self and others to enhance performance.
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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance, Business and Management	
Desirable		
Masters Degree	Accounting and Finance, Business and Management	Minimum of a BA, ideally with an MBA/CPA or related degree

Work Knowledge and Experience

At least 5 years of overall professional experience; ideally 3-plus years of broad financial and operations management experience

Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously

High level of writing and numerical skills. Computer literacy including at least intermediate level of skill in MS Word and Excel

Demonstrated ability to establish, manage, motivate, train and develop an effective team and team members

High level of writing and numerical skills. Computer literacy including at least intermediate level of skill in MS Word and Excel

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Chartered Professional Accountant (CPA)

Regulatory Compliance Requirements

Certified Chartered Accountant

Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
	Chief Executive Officer	
	All staff	
	Board of Directors	
External		
	Regulators	
	Statutory Authorities	
	Suppliers	
	Taxation Authority	
	Investment institutions	
	Financial Institutions	

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.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Numerate	Shows abilities in quantitative thought and expression.

Holistic thinker Considers issues/situations as a whole rather than analysing or dissecting the parts.

How To Apply

Application must be submitted online by accessing the following URL: <http://app.hrmonise.com/job/YLCL/HFA> with your 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 3303137 / +679 7733137

Closing Date: 16 Oct 2022