



## Position Description

Vacancy Title: **Finance Officer**

Location: **Labasa**

Reports To: **Regional Manager Northern Region (v 1.00)**

### Objective

Plan and manage the general Accounting, Trust and Administrative activities and the preparation of financial reports such as earnings, profits, cash balances and other financial results, Trust and Administrative reports for the Region and Sub-regional office.

### Outcomes

#### Organisational Stakeholders

#### 1. Outcome

##### 1. Leadership

- Financial services team performance managed and monitored
- Regional Manager assisted with the provision of decision support services and financial advice

##### 2. Financial Functions

- Methods & procedures for the preparation of budgets improved and Regional Manager assisted in the development of Regional and Sub-Regional operational and capital budgets
- Financial transactions relating to income and trust debtors processed in an accurate and timely manner and in accordance with the Board's Policies and Procedures
- Accurate and timely Regional and Sub-regional financial reports and related management information prepared
- Operating results in relation to cost, budgets and operating policies reviewed and analysed. Operating results interpreted as they affect the financial position of the Region and Sub-region and TLTB and recommendation for improvements made
- Plan, direct and supervise the Regional and Sub-regional finance team to ensure the accurate and timely processing of financial transactions (accounts payable, fixed assets, accounts receivable and general ledger)
- Performance, competency and morale of Regional and Sub-regional finance team ensured
- Income and expenditure reviewed to ensure cash flow is adequate to meet current Regional & Sub Regional cash requirements
- Reconciliations of all Regional and Sub-regional accounts provided and accuracy ensured
- Landowners Affairs unit assisted in terms of distribution of LOU income
- Motor vehicle usage, stationery, and printing supervised and monitored in accordance with Boards Policies and Procedures
- Registration of individual landowners monitored in accordance with ERD Decree

##### 3. Records maintenance

- Collation and filing of documents ensured

##### 4. Customer Service

- Quality customer service provided to TLTB's external clients and to internal clients of the Region.

##### 5. Demonstrate TLTB image and values standards at all times

- integrity of information maintained
- confidentiality of information ensured
- professional and ethical standards sustained

##### 6. Continuous Learning

- Continuous learning and development of own skills and knowledge base is ensured.

##### 7. Efficient and effective delivery of any other assigned work

### Responsibilities - Key Competencies

#### Competence

#### Description

#### Business

Planning

Deliver results by developing, reviewing or following a work plan, action plan or operational plan.

Competence	Description
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.

#### Customer

Customer Commitment Demonstrate a commitment to customer service - both internal and external customers.

#### People

Leadership Utilise a leadership position to influence people and events and to increase 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
Degree	Accounting and Financial Management or equivalent	

## Work Knowledge and Experience

- 3 years of highly relevant experience in the specific area of work
- Understanding of accounting procedures and processes
- Experience in working with computerised accounting systems
- Demonstrated success in improving quality of customer service
- Evidence of commitment to team work
- Establishes high personal standards
- Demonstrates computer literacy and ability to use spread sheet and word processing packages
- Knowledge in accounting packages mandatory
- Excellent interpersonal skills

## Requirements

#### Language Proficiency

Excellent command of English

#### Regulatory Compliance Requirements

Drivers Licence

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Area Managers	
	Audit and Finance team	
	Regional and Headquarters	
<b>External</b>		
	Auditors	
	Government Officials	
	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.

#### 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.

Self Sufficient and Assured Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities

Team Oriented Enjoys being with others as part of a group or team.

#### Thinking Styles

Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.

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.

## How To Apply

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### Contact for Enquiries

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**Closing Date: 25 Oct 2024**