

Position Description

Vacancy Title: **Chief Financial Officer**

Location: **Suva, Fiji Islands**

Reports To: **Chief Executive Officer (v 7.00)**

Objective

The Chief Financial Officer will play a key role as part of the Executive Leadership Team. The role will not only provide leadership for the Finance function but act as a trusted advisor to the CEO and the Board, a pivotal role in shaping FBC's financial strategy, optimizing capital management, and ensuring total growth for the company.

Outcomes

Organisational Stakeholders

1. Strategic Financial Leadership

- Develop and implement a comprehensive finance strategy that supports the organization's growth and sustainability goals.
- Lead the preparation and execution of long-term financial plans and strategies in line with FBC's strategic objectives.
- Provide proactive financial analysis and strategic advice to the CEO and the Board on investment opportunities, market trends, and potential risks.
- Ensuring full-compliance with IFRS Standards & other applicable business compliance matters, with timely production of annual reports including financial audits.
- Develop and maintain comprehensive enterprise risk register including a resilience and risk mitigation plans.
- Lead the preparation and review of annual budgets, financial reports and financial forecasts, ensuring timely review and approval by the Board, working closely with departmental heads to assess future financial needs.
- Maintaining a comprehensive fixed-assets register.

2. Informed Executive Management and timely and accurate reporting

- Oversee the preparation of accurate and timely financial reports, including monthly, quarterly, and annual financial statements.
- Provide regular financial reports and updates to the Board of Directors, ensuring they are well-informed of the organization's financial performance, risks, and opportunities.
- Ensure financial reporting complies with relevant regulatory standards.
- Regularly review financial performance, identify areas for improvement, and recommend corrective actions where necessary.
- Implement robust financial control systems to safeguard assets, minimize waste, and prevent financial leakage.

3. Stakeholder & Partner Relations

- Build and maintain strong relationships with key stakeholders, including Government Authorities, Statutory Authorities, and commercial clients.
- Represent FBC in key financial discussions, negotiations, and public forums related to financial management, investments, and revenue opportunities.
- Work closely with the CEO and the Executive Team to ensure financial strategies are integrated with broader organizational goals and strategic objectives.

4. Risk Management and Compliance

- Develop and oversee financial risk management strategies to identify, assess, and mitigate financial and operational risks within the organization.
- Ensure compliance with all financial regulations, laws, and corporate governance standards, particularly in areas of financial reporting, tax, and public funding.
- Oversee the preparation and submission of tax returns, audits, and regulatory reports, ensuring compliance with local and international accounting standards.
- Work with the CEO and Board to monitor and manage corporate risks, ensuring robust internal controls and audit processes are in place.

5. Human Capital Management & Development

- Lead and mentor a high-performing finance team, providing training, development, and career growth opportunities to staff members.
- Foster a culture of continuous improvement within the finance department, promoting accountability, transparency, and collaboration across teams.
- Implement and oversee effective financial systems, ensuring that all processes are aligned with the organization's strategic objectives for operational excellence and performance.
- Develop succession plans for key financial positions and ensure that staff are equipped with the necessary skills and expertise to succeed.

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

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

Product's Stakeholders

1. Operational and statutory compliance

- Statutory compliant to laws and regulations
 - Health and safety compliance
 - Environmental compliance
- Operationally compliant to the organisation's policies and procedures

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.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
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.
Communication	Exchange information through verbal communication
Customer	
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Negotiation	Reach agreement through discussion and compromise.
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.
Technology Application	Apply technology.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting/Finance	Degree in Finance, Accounting, or related field.
Preferred		
Masters Degree	Business Management or Business Administration or related fields	

Work Knowledge and Experience

- Minimum 10 years work experience in a senior financial leadership role.
- Experience in financial strategy development, budgeting, forecasting, and financial reporting.
- In-depth understanding of corporate governance, regulatory compliance, and tax laws, particularly in Fiji.
- Knowledge of local and international accounting standards (e.g., IFRS).
- Strong track record in managing financial risks and ensuring compliance with regulatory standards.
- Familiarity with financial management softwares.

Requirements

Language Proficiency

Excellent command of English
Valid driver's license

Professional Associations

Chartered Professional Accountant (CPA)
Membership of appropriate Professional Institution

Regulatory Compliance Requirements

Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
	Chief Executive Officer	
	Board	
External		
	Regulators	
	Suppliers	
	Stakeholders	
	Statutory Authorities	
	Government authority	

Attributes

Behavioural Styles

Accepting/compliant	Shows a willingness to go along with things and a compliance with expectations.
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
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.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
Empathic	Has the ability to understand somebody else's feelings or difficulties.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Trusting	Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Challenger	Queries, tests information/beliefs and provokes thought.
Concrete thinker	Focuses on the tangible experiences of actual things or events.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

Initiative	Takes action and makes decisions without the help or advice of other people.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

Closing Date: 13 Apr 2025