
Position Description

Vacancy Title: **Manager Finance**

Location: **Suva**

Objective

The Manager Finance will oversee and manage various organisation functions of PRB including financial planning & management, administration & HR. The role will ensure compliance, efficiency and effective decision-making through the provision of sound technical advice and reports. S/He will report to the General Manager.

Outcomes

Organisational Stakeholders

1. Strategic goals supported and delivered

- Strategic direction, planning and coordination ensured
 - Strategic alignment of the Finance function with PRB's Strategic Plan ensured at all times
 - Corporate plan, Statement of Corporate Intent and Employment & Industrial Relations Plans are prepared according to established standards and guidelines
 - Financial policies, Standard Operating Procedures (SOPs), controls and guidelines for PRB are developed, communicated and continuously refined for relevance
 - Appropriate systems and internal controls implemented and maintained
 - Financial accounting systems for cash management, accounts payable, accounts receivables and credit control developed and maintained
 - Effective management of PRB's Finance and Asset & Inventory functions delivered
 - Functions appropriately managed through effective performance management systems
 - Funding for capital development from Financial Markets for Board approved projects ensured
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2. Management of PRB's financial function ensured

- Annual budgets, cash flow forecasts and financial projections prepared in consultation with Management Team and Board of Directors where relevant
 - Cash flow management ensured through monthly reporting and financial performance reviews
 - Robust capital expenditure appraisal and project management projections prepared
 - Timely and appropriate contribution as well as leadership in the development of PRB's annual OPEX and CAPEX budgets ensured
 - Prudent monitoring, management and control of PRB's annual budget ensured and financial targets achieved
 - Incoming revenue and cash flows are appropriately managed
 - Timely reconciliation of balance sheet and P&L items including Bank reconciliation, debtors and creditors and other clearing accounts ensured
 - Proper and timely payment of creditors and all payments ensured
 - Issuing and payment of promissory notes ensured
 - Servicing of PRB debts to FNPF and ensure that payments are made according to schedule
 - Investment funds are managed to ensure effective returns
 - Oversight of daily cash spending including petty cash
 - Statutory audits effectively planned, coordinated and concluded
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3. Financial services and support provided

- Business objectives and targets (if any) achieved and timely advice with respect to the same provided to management and the board
 - 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
 - Efficient management of assets
 - Efficacy in procurement services ensured
 - Office equipment maintained and available at all times
 - Fleet management decisions carefully assessed (when required)
 - General Manager and Board appropriately consulted and decisions carried out in an efficient and timely manner and in line with PRB's business objectives. These include fleet additions and disposals.
 - 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
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4. Well-informed executive management and stakeholders

- Quality, timely and accurate Financial Services reporting ensured. Reporting includes external reporting for Parliament/Cabinet, Ministry of Public Enterprises and Ministry of Finance but is not limited to the following:
 - Financial Asset Management Policy, Strategy and Management plan
 - Corporate plan and statement of intent
 - Periodic reports including 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
- Ad-hoc information requests by management and stakeholders 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 and unit oversight

- Unit is fully utilised with no vacant positions
- Staff performance gaps are identified and addressed through relevant training and development programmes
- Best practice policies regarding recruitment and selection of staff are followed
- All clauses in the union agreements and contracts are adhered to as and when issues arise
- Staff grievances are addressed adequately as and they arise
- Oversight of social activities 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

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.
Communication	Exchange information through verbal communication

Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.

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.
Negotiation	Reach agreement through discussion and compromise.
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.

Operational

Stock Control	Acquire and monitor stock to meet business needs
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Qualifications

Qualification	Discipline	Notes
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance	
Desirable		
Masters Degree	Business Administration	

Work Knowledge and Experience

Minimum work experience of 5 years in a senior management level financial position
Demonstrated experience in payroll, procurement / logistics and inventory management
Proven leadership and people management skills.
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
Good understanding of all the legislative and policy framework that governs the area of finance and budgeting
Knowledge on strategic planning and the formulation of Annual Operational Plan, Business Plan and Individual Work Plan

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	General Manager	
	Board of Directors	
External		
	Suppliers	
	Statutory Authorities	
	Regulators	
	Taxation Authority	
	Relevant government ministries	

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

Apply through the link provided

Contact for Enquiries

Contact Name: Keshwin Lata

Contact Email: keshwinp@recruitment.com.fj

Further Contact Information: --

Closing Date: 02 Jan 2026