
Position Description

Vacancy Title: **General Manager Corporate, Finance and Risk**

Location: **Wailekutu, Suva**

Reports To: **None**

Objective

The General Manager Corporate, Finance and Risk is responsible for the leadership of CJ Patel Group Corporate Finance reporting, Statutory Audit, Taxation, Risk & compliance. This position reports to Group Chief Financial Officer, CJ Patel Pte Limited.

Outcomes

Capital Stakeholders (Owners)

1. Financially informed stakeholders

- Financial reports and financial analysis provided on an accurate and timely basis
 - Budget and dynamic forecasts provided on an accurate and timely basis
 - Business plans prepared and implemented as per operating cycle timelines
 - Statutory Audit and Tax returns done as per timelines
-

Organisational Stakeholders

1. Financial services provided

- Group Financial operations, reporting and structure ensured
 - Budget preparation and management
 - Group Financial forecasting managed
 - External Audit planning ensured
 - Assets optimized at all times
 - CAPEX planning ensured
-

2. Corporate support function managed

- Accounting and Finance managed
 - Financial and costing
 - Budgeting and forecast
 - Treasury and cash flow
 - Group Accounting policy implementation
 - Fleet managed
 - Service Level Agreements (SLA) on vehicle maintenance with service providers ensured at all times
 - Fleet OHS compliance ensured at all times
 - Fleet asset control managed
 - Properties managed
 - Commercial viability of Properties ensured at all times
 - Maintenance of Properties managed at all times and within agreed budget
 - Risk managed
 - Risk management policies developed and implemented on an accurate and timely basis
 - Risk mitigation procedures reviewed on timely basis
-

3. Well Informed Executive Management and CJP Board

- Financial services reporting are accurate and timely
 - Prudent Asset Management policy and practice
 - Business intelligence and data management system
 - Annual audit and tax compliance
 - Cost planning and management
 - Risk profiling and mitigation reporting
 - Capex proposals and project funding managed
 - Management of Statutory requirements
 - Corporate Services & IT Services reporting
-

4. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Staff knowledge of finance targets ensured
- Supervision of and professional guidance to finance staff ensured
- Work collaboratively to achieve the set targets and goals
- Training needs and competency gaps of staff assessed and managed in partnership with CFO and HR Department
- Succession planning ensured

5. Safe work environment promoted and ensured at all times

- Work place safety is ensured
 - Communication of Safety, Health and Environment to all team members are on an on-going basis
 - Occupational Health & Safety systems promote zero workplace injury at all times
 - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
 - Systems assist in the identification and elimination of work place hazards on an on-going basis

6. CJ Patel Limited's values upheld and demonstrated at all times

- Collaborate with other teams 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
- Confidentiality of financial and operational information ensured at all times

Product's Stakeholders

1. Statutory and operationally compliant organisation

- Statutory and regulatory compliant
 - FRCS
 - FNPF
 - Companies Act
 - FNU
 - RBF
- Compliance with group, organisational policies and operational procedures at all times
 - Regulatory and Training support provided on an on-going basis
- Secure registry and record keeping of source documents and reconciliations ensured
- Secretarial work for the statutory, board and executive management meetings ensured
- Auditors recommendations implemented in a timely and accurate basis

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.
Customer	
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.
Team Orientation	Work in a team towards a common aim.
Negotiation	Reach agreement through discussion and compromise.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	

Competence	Description
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.
Mathematical Reasoning	Apply mathematical reasoning.

Qualifications

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

Work Knowledge and Experience

- Minimum of five years' experience in auditing & accounting firm
- Minimum of five years' experience as Finance Manager in a commercial entity
- Computer literate and good documentation skills
- Analytical thinking ability and good communication skills

Requirements

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		
	Board of Directors	
	Chief Executive Officer	
External		
	Regulators	
	Suppliers	
	Customers	
	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.

Interpersonal Styles

- Empathic: Has the ability to understand somebody else's feelings or difficulties.
- Team Oriented: Enjoys being with others as part of a group or team.
- 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.
- 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

--

Contact for Enquiries

Contact Name: Sheemal Shivanjini

Contact Email: sheemal.shivanjini@cjpatel.com.fj

Further Contact Information:--

Closing Date: 18 Jan 2026