
Position Description

Vacancy Title: **Manager Finance**

Location:

Reports To: **None**

Objective

The Manager Finance at the Fiji Museum provides financial reporting and advice to the Board of Trustees through the CEO, manages accounts using Xero, and ensures compliance with financial regulations. Responsibilities include setting policies, developing corporate governance, managing cash flow, overseeing financial activities, and leading accounting operations. The role also involves managing HR tasks, supervising the Business Services team, and ensuring accurate financial reporting. Key performance indicators include timely financial statements, compliance with agreements, efficient production of accounts, and maintaining tax compliance and good relationships with stakeholders.

Outcomes

Organisational Stakeholders

1. Financial & Corporate Leadership

- Appropriate policies, systems, and procedures are set by assisting the CEO.
 - A high-quality corporate governance environment is developed, and internal control policies and procedures that comply with the Fiji Museum Finance Manual are established.
 - Financial policies that ensure safe cash management procedures and timely handling of accounts payable, receivable, and payroll are initiated and monitored.
 - These policies and procedures are clearly communicated, and colleagues charged with programmatic and departmental budgetary responsibilities are trained.
 - The operating and capital budgets are developed and monitored, and the accounting and related financial activities of the Museum are overseen, including the preparation of monthly and annual financial statements, project and grant reports to ensure compliance with requirements and policies of funding sources, and cash flow statements that assist the CEO and the Board of Trustees in the management and governance of the institution.
 - The financial aspect of earned income activities of the Museum, such as the Museum Shop, admissions, programs, and special event revenues, is overseen. Responsibilities in this area include financial projections and developing solid business plans with objectives and goals.
 - All aspects of accounting operations, including month-end close and annual audit, are led.
 - The main point of contact for independent auditors to complete the annual financial statement audit is served, preparing supporting schedules and providing backup documentation as required.
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2. Financial Services provided.

- Application of quality financial management technical expertise ensured, particularly in the areas of:
 - Chart of accounts revisions
 - General ledger review
 - Balance sheet assessment and strengthening
 - Cash flow management
 - Financial management
 - Capital expenditure and procurement
 - Debtor management.
 - Annual budgets (operating, capex etc.) effectively developed, refined and achieved
 - Financial reporting systems implemented and revisions to the same ensured
 - Quality and timely Financial reporting (internal and external) and financial information provided
 - budget analysis and financial trends
 - Timeliness and quality of financial statements and monthly management accounts maintained
 - Advisory services in the following areas ensured
 - External audit process efficiently managed
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3. Informed executive management and board:

- Quality and timely financial reports and financial analysis (both mandatory and ad-hoc) provided to management and Board
 - Performance against PMS monitored and achieved
 - Accurate financial and accounts related information provided during Corporate Planning period/sessions
 - Financial analysis undertaken and presented to management
 - Cooperative working relationship with the executive management team established
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4. Administer the Business Office

- All financial reporting, Xero account posting and maintenance, debtors and creditors, budgets, audits, and payroll are managed, and forecasts preparation is undertaken.
- All data is entered correctly by the relevant accounts assistants and in a timely way as per the agreed SLA to ensure accurate reporting for business purposes.
- Reconciliation against relevant bank statements is ensured to balance Xero statements against bank statements.
- Creditor invoices are entered accurately and daily into the system with an expected payment date.
- Cashflow projections are ensured to be accurate. Payments are managed to ensure they are timely, and adequate communication with debtors around any issues or delays is maintained.
- Debtor invoices are approved and emailed by the end of every day.
- Full utilization of computerized fund accounting applications designed to accurately track all income and expenses according to regular and project accounts is provided.
- HR-related tasks, including the monitoring of leave allowances, contracts, and the assessment of staff performance to enable business continuity and the delivery of quality outcomes aligned with individual, organization, and government objectives, are managed.
- The Business Services team, who oversee accounts payable, payroll, cash receipts, and other bookkeeping functions, is supervised.
- The asset management of the Museum is ensured to be current and up to date for effective planning and to facilitate financial reporting as per the International Accounting Standards and the relevant legislations, regulations.
- The Museum's insurance and risk management program as it applies to its facilities and collections is assisted in monitoring.

5. Human capital management

- Productive, efficient, motivated and supported staff maintained
- Safe, healthy and environmentally aware workforce ensured
- Training needs of staff provided to Human Resources divisions

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

Product's Stakeholders

1. Statutory and operationally compliant Finance, Fleet and Property functions

- Full compliance with all relevant statutory, legislative and regulatory compliance requirements audited and maintained
- Full compliance with with all relevant internal policies, SOPs 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.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Commercial Focus	Optimize the commercial viability of the organisation.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
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.

Qualifications

Qualification	Discipline	Notes
Desirable		
Higher Degree incl. Post Grad Cert or Dip		
Preferred		
Degree	Accounting	

Work Knowledge and Experience

- Knowledge of international accounting polices and procedures including accrual accounting
- A minimum of ten years of commercial experience as Finance professional

Have management experience
Experience in generating financial data, compiling reports, and analysing industry trends.
Knowledge of tax compliance, financial reporting standards, and best practices.

Requirements

Professional Associations

Chartered Professional Accountant (CPA)

Regulatory Compliance Requirements

Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
	Chief Executive Officer	
External		
	Suppliers	
	Customers	
	Statutory Authorities	

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.
Integrity Adherence to moral and ethical principles; soundness of moral character; honesty.
Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Interpersonal Styles

Team Oriented Enjoys being with others as part of a group or team.
Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Thinking Styles

Decisive Reaches conclusions, promptly and firmly.
Challenger Queries, tests information/beliefs and provokes thought.
Numerate Shows abilities in quantitative thought and expression.
Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 22 Mar 2026