
Position Description

Vacancy Title: **Finance & Administration Officer**

Location:

Reports To: **None**

Objective

The Finance Officer & Administration Officer provides relevant analysis, budget preparation, assistance in bank reconciliations, processing utilities payments, aged receivables and aged payables and office admin assistance to Manager Investment. The incumbent also administers administrative of the Investment Team and reports to Manager Investment.

Outcomes

Organisational Stakeholders

1. Accurate financial management and analysis maintained

- Cash flow management are developed, monitored and managed providing updated information
 - Month end information updated, including bank reconciliations, aged payables and aged receivables
 - Investment Manager assisted in the preparation and review of the annual budget and reforecast budget
 - Verifying financial acquittals by staff or tenants against receipts and supporting documents for filing once approved
 - Ensuring all supporting documents (invoices, approvals) are submitted for verification
 - Reviewing and updating existing tenant agreements for accuracy, compliance and record keeping
 - Accounting of investment in Radisson ensured in timely payments of shares
 - Follow up with tenants on rental arrears maintained
 - Financial analysis on mandated activities and budgets monitored
 - utilisation rate of overall activity budget tracked and reported
 - Timely reconciliation of petty cash ensured
 - Carpark revenue collection ensured and weekly postings maintained
 - Financial analysis of budget verses actual provided on a monthly basis
 - Inventory stocktake maintained
 - Timely Utilities payments ensured
 - Financial assistance to the GCC accurately maintained
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2. Financial administration ensured

- Tenants agreement updated
 - Timely fillings of documents maintained
 - approved memos, acquittals and cheque copies
 - Timely delivery of documents
 - board papers and bank signatories
 - Timely arrangements for cheque signing maintained
 - Bank signatories timely updated on new board members signatories
 - Memos prepared and verified in a timely manner
 - Submission of accurate and timely memos to Grant Thornton for payment processing maintained
 - Logs of delivered documents updated
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3. Risk is effectively managed through planning and mitigation strategies

- TTFB operates within its regulatory and compliance framework at all times
 - Annual Reports are produced in a timely and compliant fashion, in liaison with the Senior Investment Analyst
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4. Well informed and supported Investment Manager

- Periodic reporting provided to the Investment Manager
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5. Teamwork and cooperation

- Cooperation within the team and greater function / department
 - Cooperation across functions / departments
 - Work collaboratively to achieve the set targets and goals
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6. Stakeholder relationships maintained

- Professional relationships with external fund managers, lawyers, bankers, brokers, investment advisors, architects and other consultants maintained at all times
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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.
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.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Self-Management	Manage your priorities and objectives efficiently and effectively
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.
Mathematical Reasoning	Apply mathematical reasoning.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Accounting and Finance	
Desirable		
Degree	Accounting and Finance	

Work Knowledge and Experience

- At least 3 years demonstrated experience in a similar role
- Accounts receivable and accounts payable management
- Proven risk management experience
- Integrity and ability to analyse information independently
- Excellent relationship and communication skills
- Budget preparation and reforecasting
- Ability to work with auditors and governance teams
- Proficient in basic accounting software
- Strong Excel and MS Office skills

Requirements

Language Proficiency

- Strong written and spoken English language proficiency
- Familiarity with iTaukei and Rotuman culture

Professional Associations

- Membership of appropriate Professional Institution

Regulatory Compliance Requirements

- Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Chief Executive Officer	
	iTaukei Trust Fund Board	
	Internal Auditors	
	Carpark Attendant	
External		
	Property Managers	
	External Auditors	
	Parliamentary Committee(s)	
	Auditors	
	Contractors	
	Financial Institutions	
	Regulators	
	Suppliers	
	Statutory Authorities	
	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.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
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

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Further Contact Information: --

Closing Date: 21 Apr 2026