Position Description

Vacancy Title: **Manager Finance**
Location:
Reports To: **None**

Objective

The Manager Finance role is accountable for the full leadership, direction, and performance of the financial management function across BAF. The role ensures that all financial and accounting activities are structured, controlled, and aligned to support organisational performance, compliance, and long-term sustainability. The role is responsible for establishing and maintaining a strong financial governance framework, ensuring that all financial transactions, reporting, and controls meet statutory, audit, and regulatory requirements. Financial information is managed to ensure accuracy, integrity, and timeliness, enabling the organisation to operate with confidence and accountability. The Manager Finance provides strategic financial leadership by translating financial data into meaningful insights that support decision making at executive and Board level. This includes advising on financial risks, opportunities, investments, and performance, ensuring that financial considerations are integrated into organisational strategy, planning, and operational execution. The role also ensures effective financial planning and resource management, including budgeting, forecasting, and performance monitoring, to optimise the use of funds and maintain financial discipline. It supports the organisation to balance operational demands with long-term financial sustainability. In addition, the role leads and develops the Finance function, ensuring capability, accountability, and alignment across the team, while maintaining strong working relationships with internal stakeholders, external auditors, regulators, and the line Ministry. Overall, the role ensures that BAF's financial management systems, processes, and advice enable sound governance, informed decision making, and achievement of organisational objectives.

Outcomes

Organisational Stakeholders

1. Financial Governance, Compliance & Risk Management

Deliverable Outcome: Strong financial controls, statutory compliance, and sound fiscal governance across the organisation.

- Internal financial policies, procedures, and controls are implemented, monitored, and consistently applied across the organisation
- Financial statements are accurate, complete, and submitted on time in line with IFRS and statutory obligations
- Internal and external audit requirements are coordinated, managed, and resolved with clear corrective actions
- Taxation, statutory filings, and regulatory obligations are met without exception
- Financial risks are identified, assessed, and mitigated through structured controls and governance frameworks
- Financial governance advice is provided to the CEO and Board to support compliance and accountability

2. Financial Reporting & Board Engagement

Deliverable Outcome: Accurate, timely, and decision-focused financial reporting to support executive and Board oversight.

- Monthly, quarterly, and annual financial reports are prepared and presented with clear analysis and insights
- Board papers and financial reports are developed to support strategic decision making
- Financial performance is communicated clearly to executive management and the Board
- Variances, risks, and financial trends are identified and explained with recommended actions
- Ad hoc financial analysis is provided in response to executive and Board requests
- Financial information supports transparency, accountability, and informed governance

3. Strategic Financial Planning & Analysis

Deliverable Outcome: Forward-looking financial insight that supports strategy, innovation, and organisational growth.

- Financial models, forecasts, and scenario analysis are developed to guide strategic decisions
- Financial input is provided into organisational strategy, business cases, and investment decisions
- Opportunities for efficiency, cost optimisation, and revenue improvement are identified and actioned
- Financial implications of innovation and business initiatives are assessed and communicated
- Strategic advice is provided to align financial performance with organisational objectives

4. Budgeting, Forecasting & Financial Performance Management

Deliverable Outcome: Disciplined financial planning and performance management across the organisation.

- Annual budgets and forward forecasts are developed, aligned to organisational priorities, and approved
- Budget performance is actively monitored, with variances analysed and corrective actions implemented
- Operating and CAPEX budgets are managed to ensure effective resource allocation
- Financial performance frameworks are applied to track organisational efficiency and effectiveness
- Financial planning processes support sustainability and long-term financial stability

5. Asset & Investment Management

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Deliverable Outcome: Effective management of organisational assets and investments to maximise value and minimise risk.

- Asset registers are maintained and monitored to ensure accuracy and accountability
- Asset utilisation and lifecycle management are optimised to support operational efficiency
- Financial evaluations, feasibility studies, and due diligence are conducted for investment decisions
- Procurement and tender evaluations are supported with financial and commercial analysis
- Investment decisions are aligned to organisational strategy and financial sustainability

6. Leadership, Capability & Stakeholder Collaboration

Deliverable Outcome: A capable finance function with strong internal relationships and effective stakeholder engagement.

- The Finance team is led, developed, and performance-managed to deliver high-quality outputs
- A culture of accountability, professionalism, and continuous improvement is established
- Strong working relationships are maintained with internal stakeholders and external partners
- Financial guidance and support are provided across departments to strengthen decision making
- Cross-functional collaboration is enabled to align financial and operational outcomes
- Leadership supports organisational performance, staff capability, and service delivery

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
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	
Quality Focus	Deliver quality.
People	
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
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		
Degree	Accounting and Finance	Bachelor’s Degree in Accounting, Finance, or a related discipline

Work Knowledge and Experience

Minimum 5 years' of experience in a similar role in medium to large organisation

Full membership with a recognised professional accounting body such as Fiji Institute of Accountants

Proven experience in financial reporting, budgeting, and financial management

Demonstrated knowledge of IFRS, taxation, and statutory compliance requirements

Experience in managing audits and working with external auditors

Exposure to financial systems and accounting software

Strong analytical, problem-solving, and decision-making capability

Effective communication skills with the ability to engage at executive and Board level

Demonstrated leadership experience with ability to manage and develop a finance team

Requirements

Other Required Statements

No other required statements found.

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Interactions

Type	Interaction	Comments
Internal		
	• Chief Executive Officer, financial advice, reporting, and decision support • Board of Directors, preparation and presentation of financial reports and papers • Executive Management Team, budgeting, performance monitoring, and strategic input • Departmen	
External		
	• External Auditors, audit coordination, compliance, and reporting requirements • Line Ministry and Government agencies, statutory reporting, funding, and accountability • Fiji Revenue and Customs Service, tax compliance and submissions • Financial instit	

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

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

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.

How To Apply

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Contact for Enquiries

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Closing Date: 10 May 2026

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