Position Description

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

Objective

The Manager Finance contributes to the effective financial management of the organisation through the oversight of financial operations, reporting, budgeting, financial planning, compliance, risk management and provision of financial advice and support to management.

Outcomes

Organisational Stakeholders

1. Financial Operations, Governance & Compliance

- General ledger, accounts receivable, accounts payable, payroll, banking and financial reconciliations are accurately maintained and completed within required timelines.
- Financial policies, procedures, internal controls and delegated authorities are implemented, monitored and consistently applied.
- Financial, taxation and statutory obligations are accurately prepared and submitted within required timelines and in accordance with applicable standards and legislation.
- Internal and external audit requirements are coordinated, with audit queries and agreed corrective actions followed up and resolved.
- Financial risks, control weaknesses and compliance issues are identified, escalated to the CFO and appropriately addressed.

2. Financial Reporting & Management Support

- Monthly, quarterly and annual financial reports and supporting schedules are prepared accurately and within agreed timelines.
- Financial performance, trends and significant variances are analysed, with explanations and recommendations provided to the CFO and management.
- Financial information and reports are prepared to support CFO, Executive Management and Board reporting requirements.
- Ad hoc financial reports, costing and analysis are provided to support operational and management decisions.
- Financial records and supporting documentation are maintained to ensure the integrity, accuracy and auditability of financial information.

3. Budgeting, Forecasting & Financial Performance

- The annual operating and capital budget process is coordinated with departments and consolidated for review by the CFO.
- Actual financial performance is monitored against approved budgets, with significant variances identified, analysed and reported.
- Forecasts and financial projections are prepared and updated to support the CFO in financial planning and decision-making.
- Departments are supported in budget preparation, expenditure monitoring and effective utilisation of approved financial resources.
- Opportunities for cost control, efficiency and improved financial performance are identified and brought to the attention of the CFO.

4. Financial Analysis, Assets & Business Support

- Financial, costing and analytical support is provided to the CFO, management and departments for operational activities, projects and business initiatives.
- Financial implications of expenditure proposals, projects and business cases are assessed and reported to support informed decisions.
- Fixed assets, inventory and stock records are accurately maintained, monitored and reconciled in accordance with approved procedures.
- Stocktakes and asset reconciliations are coordinated, with discrepancies investigated and reported for appropriate action.
- Financial information is used to identify opportunities for improved resource utilisation, cost efficiency and financial performance.

5. Finance Systems, Procedures & Continuous Improvement

- Finance procedures and processes are developed, implemented, monitored and regularly reviewed to improve efficiency, accuracy and compliance.
- Financial systems and reporting processes are maintained and improved to ensure timely, reliable and accessible financial information.
- Internal control and risk management procedures are monitored, with weaknesses identified and improvements recommended to the CFO.
- Opportunities for process improvement, automation and improved financial reporting are identified and implemented where appropriate.
- Finance services and processes are continuously improved to meet the needs of internal stakeholders and organisational requirements.

6. Team Management

- Finance staff are effectively supervised, with work plans, delegation and performance monitoring ensuring agreed deliverables are achieved.
- Guidance, training, mentoring and development opportunities are provided to strengthen staff capability and performance.
- A culture of accountability, professionalism, teamwork, integrity and continuous improvement is maintained within the Finance function.
- Effective working relationships are maintained with departments, management, auditors, regulators, suppliers and other relevant stakeholders.
- The Finance team upholds FBC's values, confidentiality, professional standards and service expectations while working collaboratively to achieve organisational goals.

7. FBC's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the FBC.
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Product's Stakeholders

1. Statutory and operationally compliant organisation (department / division)

- Statutory, regulatory, accounting and financial reporting requirements are complied with accurately and within prescribed timelines.
- Financial policies, procedures, delegated authorities and internal controls are consistently applied and monitored.
- Taxation, audit, reporting and other compliance requirements are effectively managed, with issues escalated to the CFO where required.

Responsibilities - Key Competencies

Competence	Description
Business	
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.
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.
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.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

Qualifications

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

Work Knowledge and Experience

Minimum 3–5 years' relevant experience in accounting/finance, including experience in a supervisory or management capacity.

Knowledge of Sage Software/ Link Software will be of added advantage.

Demonstrated experience in financial reporting, budgeting, forecasting, reconciliations, audit, taxation and financial controls.

Strong knowledge of IFRS, financial reporting, taxation, internal controls and audit requirements.

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Chartered Professional Accountant (CPA)

Membership of appropriate Professional Institution

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
	Management Team	
External		
	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.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
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

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.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

How To Apply

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Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

Closing Date: 06 Sep 2026