DENARAU VILLAS FIJI

Position Description

Vacancy Title: **Body Corporate General Manager**
Location: **Nadi**

Objective

The Body Corporate General Manager provides strategic, financial, and operational leadership to Denarau Villas Limited (DVL) on behalf of Villa Owners, safeguarding owner interests through robust governance, sound fiscal management, and strong stakeholder leadership. The position ensures full statutory and contractual compliance, accurate financial reporting, and comprehensive oversight of operations and capital projects in alignment with the Deed of Participation and Operating Agreement. This role reports to the Chairman of the Board of Directors of DVL.

Outcomes

Organisational Stakeholders

1. Governance and Board Support Delivered

- Accurate, timely and relevant information is provided to the Board to support effective governance and decision-making.
- Timely preparation of monthly Board papers, reports and minutes is ensured.
- Effective planning, coordination and documentation of Villa Owners' Annual General Meetings is ensured.
- Reporting requirements of the Supervisor under the Deed of Participation are met.
- Effective support is provided to the Board in strategic planning, policy development and corporate planning.
- DVL and Villa Owner interests are appropriately represented at stakeholder meetings and relevant forums.

2. Financial Stewardship and Reporting Maintained

- Effective management and monitoring of DVL's financial position is ensured.
- Accurate and timely preparation of monthly and quarterly management accounts and financial statements is ensured.
- Annual budgets and the Corporate Plan are prepared and financial performance is regularly monitored against approved budgets.
- DVL's cash flow, working capital requirements and future capital funding needs are effectively monitored.
- DVL bank accounts and Capital Reserve funds are appropriately managed and controlled.
- Expenditure and payments are authorised in accordance with approved financial delegations and internal controls.
- Accurate and timely preparation of quarterly Villa Owner statements and rental payments is ensured.
- Effective financial controls, procurement requirements and financial delegations are maintained.

3. Financial, Tax and Audit Compliance Maintained

- Effective coordination of the annual audit process with DVL's accountants and auditors in Fiji and New Zealand is ensured.
- Applicable Fiji and New Zealand tax obligations and statutory filing requirements are met accurately and within required timeframes.
- Accurate and current fixed asset registers and depreciation schedules are maintained.
- Effective oversight of payroll processing and related financial administration for Body Corporate staff is ensured.

4. Contractual and Statutory Obligations Monitored

- Compliance with the Deed of Participation and applicable statutory and regulatory requirements is ensured.
- Marriott International/Sheraton compliance with the Operating Agreement and approved Business Plan is effectively monitored.
- Sheraton financial reporting, management fees, cost allocations and expenditure are reviewed for accuracy and contractual compliance.
- Capital expenditure, deferrals and associated approvals are appropriately monitored and administered.
- Material non-compliance, contractual concerns and significant financial variances are identified and escalated to the Board in a timely manner.
- Appropriate insurance coverage is maintained, with policy terms and renewals reviewed and negotiated as required.

5. Villa Owner and Stakeholder Relationships Effectively Managed

- Timely, clear and professional communication with Villa Owners on DVL's financial and operational performance is maintained.
- Board decisions and matters affecting Villa Owners are communicated appropriately and within agreed timeframes.
- Villa Owner queries are addressed professionally, accurately and in a timely manner.
- Effective working relationships with the Board, Villa Owners, Marriott/Sheraton management, the Supervisor, accountants, auditors, regulators and other key stakeholders are maintained.
- Regular and effective engagement with Sheraton management on operational, financial and Villa-related matters is ensured.

6. Property, Maintenance and Capital Works Effectively Managed

- Effective administration of capital projects, including budgeting, tendering, financial tracking and reporting, is ensured.
- Capital project costs, risks, progress and performance are effectively monitored and reported.
- Maintenance and repair works, including associated expenditure, are appropriately monitored.
- Effective implementation and oversight of the Long-Term Maintenance Plan is maintained in collaboration with Marriott.
- Planned maintenance and capital works are progressed within approved budgets and agreed timeframes.

7. Ownership and Corporate Records Maintained

- Accurate, current and secure Villa ownership records are maintained.
- Villa sale transfers, mortgages and ownership changes are appropriately administered.
- An accurate and up-to-date Villa Owners' Share Register is maintained.
- Relevant corporate and ownership documentation is appropriately retained and controlled.

8. Office and People Management Effectively Delivered

- Effective and efficient administration of Body Corporate office operations is ensured.
- Appropriate staffing and resources are maintained to support operational requirements.
- Clear direction and appropriate supervision are provided to permanent and casual staff.
- Effective training, development and performance management of staff is ensured.
- Office systems and processes support timely, professional and efficient service delivery.

9. Teamwork and Professionalism Upheld

- Effective and professional working relationships are maintained across the DVL office and with external stakeholders.
- Confidential and commercially sensitive information is managed with appropriate discretion.
- Operational and stakeholder issues are managed professionally, constructively and with sound judgement.
- Clear, respectful and appropriate communication is maintained with all stakeholders.
- A cooperative, accountable and professional working environment is maintained.

10. DVL's Image and Value Standards Demonstrated and Promoted

- DVL is represented professionally in all dealings with Villa Owners, the Board, Marriott International and other stakeholders.
- High standards of integrity, accountability and professionalism are consistently demonstrated.
- Decisions and actions are undertaken in a manner that protects DVL's reputation and the interests of Villa Owners.
- Stakeholder confidence in DVL's governance, management and service standards is maintained.

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.
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	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
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.
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.

Competence	Description
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Operational	
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting and Finance, Business Administration, Commerce, Economics	
Desirable		
Other	Accounting	A recognised professional accounting qualification such as CA, CPA or equivalent.

Work Knowledge and Experience

Minimum of 10 years' relevant work experience.

Experience in financial management, management accounting and cash flow forecasting.

Experience coordinating annual audits and working with auditors and external accountants (Fiji and/or New Zealand).

Experience in statutory reporting and compliance in a governance environment.

Experience monitoring contractual performance and compliance (e.g., operating/management agreements and business plans).

Experience in stakeholder management with boards, owners/shareholders, supervisors/trustees, regulators and hotel/resort management.

Experience in capital project administration, tendering, budgeting, and long-term maintenance planning.

Experience in hospitality, property, or body corporate management (advantage).

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Ability to meet regulatory and statutory obligations applicable to DVL operations in Fiji and New Zealand (NZ Companies Act 1993, Financial Markets Conduct Act 2013, and Investment Fiji requirements).. Professional accounting membership/credential (CA/CPA

Other Required Statements

Decision-Making Authority

- The role operates within the authority delegated by the DVL Board and the requirements of the Deed of Participation, Operating Agreement and applicable legislation.
- The Body Corporate General Manager is accountable for the day-to-day management of DVL operations and may review, approve and authorise expenditure and payments within approved financial delegations and internal controls.
- Material financial, contractual, compliance or governance matters are referred to the Board as appropriate.

Interactions

Type	Interaction	Comments
Internal		
	DVL Board of Directors	
	All employees	
	Board of Directors	
External		
	Villa Owners/shareholders	
	External auditors	
	Suppliers	

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.
Innovative	Devises new and creative ways to do things comes up with original ideas.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

Thinking Styles

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.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Submit your CV and Cover letter addressing your experience in relation to the critical competencies of this role. Include 3 recent referees.

Contact for Enquiries

Contact Name: Grace Naleba

Contact Email: grace@maxumise.com

Further Contact Information: Maxumise - 7733137

Closing Date: 04 Oct 2026