

Position Description

Vacancy Title: **Senior Manager Finance & Corporate Services**

Location:

Reports To: **None**

Objective

Lead PDF financial stewardship and corporate services so the Secretariat and Board operate with sound governance, accessible systems, effective controls and sustainable resources. Provide the CEO with reliable financial, risk and operational advice and enable delivery across the other strategic priorities.

Outcomes

Organisational Stakeholders

1. Financial planning and reporting support accountable decisions

- Lead annual budgets, forecasts, cash flow planning, financial reporting and management analysis.
- Oversee grant accounting, donor acquittals, audit preparation, reconciliations and financial controls.
- Provide the CEO and Board with timely analysis of financial performance, variances, commitments and sustainability risks.
- Support program units and OPDs with financial monitoring and guidance within approved partnership arrangements.

2. Governance, compliance and risk controls operate effectively

- Maintain corporate risk registers, compliance calendars, policies and delegated authority records with the CEO.
- Oversee procurement, contract, asset and legal compliance processes, obtaining specialist advice where required.
- Coordinate safeguarding systems and incident escalation with designated leads and the CEO.
- Review internal controls, investigate exceptions and follow through on corrective actions.

3. Corporate systems are accessible and fit for purpose

- Oversee HR, ICT, information security, digital accessibility, records, logistics, travel and office administration.
- Strengthen recruitment, performance, workforce planning, succession and staff wellbeing processes.
- Ensure accessible events, travel support and reasonable accommodations are planned and provided through approved processes.
- Manage corporate suppliers and service standards for operations across the region.

4. Income and institutional sustainability improve

- Lead financial inputs to sustainable income strategies, funding plans and due diligence with the CEO and program leads.
- Analyse funding trends and OPD funding patterns to inform resource decisions and support.
- Assess financial and contractual terms of proposals before submission or acceptance.
- Maintain medium term financial scenarios and advise on affordability and organisational capacity.

5. Board and management receive dependable corporate advice

- Prepare financial, risk, compliance and operations content for CEO, Board and donor reporting.
- Coordinate governance meeting and statutory support through the designated executive and corporate processes.
- Support inclusive representation through accessible policies, processes and workforce practices.
- Work with the other Senior Managers to align reporting, budgets, staffing and controls with delivery priorities.

6. Corporate staff deliver reliable services

- Lead and coach finance and corporate service staff through clear work plans and performance reviews.
- Set segregation of duties, review points and continuity arrangements for critical processes.
- Manage unit budgets, workloads and staff development.
- Promote ethical conduct, accessibility, safeguarding and careful handling of sensitive information.

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.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.

Competence	Description
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

Customer

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.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.

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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Accounting & Finance or Commerce	Tertiary qualification in accounting, finance, business administration or a related field, with a recognised professional accounting qualification or equivalent senior financial management capability.

Work Knowledge and Experience

Substantial senior finance and operations experience, preferably in a donor funded, regional, nonprofit or civil society setting.

Demonstrated management of budgets, grants, audits, procurement, financial controls and risk reporting.

Experience overseeing multidisciplinary corporate services and advising a CEO and Board.

Understanding of accessible and inclusive organisational practice and Pacific operating contexts.

Training in governance, audit, grant management, human resources, procurement, safeguarding or information security.

Requirements • Work across Pacific countries and time zones, including regional travel where approved and required. • Apply PDF safeguarding, accessibility, reasonable accommodation, privacy, financial and conduct requirements. • Support meaningful participation of women, youth, people in remote areas and underrepresented disability groups. • Undertake other related senior management duties assigned by the CEO within the scope and authority of the position.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	CEO; Board through the CEO; other two Senior Managers; all corporate staff; program, advocacy, MEAL and data staff.	
External		
	Auditors; banks; donors; regulators; professional advisers; suppliers; insurers; partner OPDs and service providers.	

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.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
------------	---

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

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
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.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

—

Contact for Enquiries

Contact Name: Kelera Babitu

Contact Email: kelera@maxumise.com

Further Contact Information: +679 773 3137

Closing Date: 25 Oct 2026