



MINISTRY OF LOCAL GOVERNMENT

JOB DESCRIPTION: **MANAGER FINANCE**

POSITION LEVEL: **Band I**

1. Salary Range: \$46,627.14 to \$59,394.10 (Step 1 to 4)
2. Duty Station: Suva
3. Reporting Responsibilities;
 - a) Reports To: Permanent Secretary
 - b) Subordinates: Accounts Staffs

POSITION PURPOSE

The position manages and supervises the daily operations of the Ministry's Accounts Section, a functional Unit of the Corporate Services Division. It ensures efficient and timely delivery of the financial and effective support services to facilitate the implementation of the Ministry's budgeted programmes to achieve its goals and objectives in accordance with the requirements of the Finance Act, Financial Instructions, Procurement Regulations and relevant existing rules and regulations. As well, it provides guidance and financial advice on all accounting matters and responsible for the provision of accurate and timely financial reports to the Executive Management for informed decision.

KEY RESPONSIBILITIES

The Officer will work closely under the Local Government Committee via:

1. Timely and accurate submission of monthly and yearly financial reports including reconciliation reports; Internal Controls, Financial Performance and Service Delivery reports to senior management and Permanent Secretary.
2. Responsible for the effective and efficient management of all Ministry's capital projects including planning and directing all operational aspects on the Ministry's capital projects
3. Provide policy advice to management on any request which has financial implications and contribute towards preparing Annual Corporate Plan , Annual Procurement Plan , Annual Work Programme and Agency Finance Manual
4. Maintenance of effective internal control systems within Accounts Section to avoid any fraud and misappropriation of public funds and perform compliance check on all request for procurement and payments of the Ministry before financial transaction takes place
5. Prepare Management Comments on Audit Reports raised by either Internal or External Audit, prepare Follow Up template for the implementation of the auditors recommendations and records available for both internal and external audit to undertake their audit conduct.

6. Ensure that positive motivation is relied to all subordinate staffs in their daily work to achieve the targets on time through provision of training in-house on procedures and processes; Motivation to staff; counselling staff; conduct meetings; FMIS awareness and refresher training.
7. Oversee and manage the financial resources of the department to ensure that funds are properly utilized for its purposes and monitor the budgeted funds to avoid over expenditure in the current period

KEY PERFORMANCE INDICATORS

1. Ensure accurate and timely financial reports are submitted to Management and Ministry of Economy
2. Manage and provide Financial and Accounting support services to Senior Management and Permanent Secretary
3. Respond to Audit queries from Line agencies, Auditors Generals office, Internal Audit and other Stakeholders and Ensure that cost effective system of internal control is maintained
4. Provide leadership and direction to subordinates in the performance of their duties and Visits Municipal councils and National Fire Authority for the purpose of assisting in the preparation of Annual Accounts and carrying out spot checks

PERSON SPECIFICATION

A relevant Post Graduate Degree or Post Graduate Certificate in Accounting, Finance, Commerce or a related field from an accredited University and a member of the Fiji Institute of Accountants. A person of high calibre. Appointee should have had previous experience in managing budgets, must be able to provide sound policy advice on financial related matters and have collaborative communication and resource management skills. He/She must have experience in managing and mentoring staff. Must have strong written skills, a team player and able to meet strict deadlines. In addition, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

1. Good understanding of the accounting theories and principles.
2. Proven experience as an accountant in the public service as well as private sector.
3. Good understanding of the Government's Finance Act, Financial Regulations, Procurement Regulations and relevant existing policies.
4. Proven experience on supervisory role.
5. Provide guidance and innovative ideas to improve financial services.
6. Good understanding of the 2013 Constitution.

SKILLS AND ABILITIES

1. Excellent communication skills.
2. Demonstrable management and organisation skills
3. Demonstrable ability to initiate ideas and strategies
4. Ability to analyse and interpret financial statements.
5. Ability to effectively work within a team;
6. Ability to work well under pressure.
7. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment;
8. Computer Literate - Database experience.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Ministry of Local Government must be Fiji Citizens, under Age 60, in sound health, with clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Local Government is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible and qualified applicants.