MINISTRY OF FINANCE

ROLE | JOB DESCRIPTION: FINANCE SPECIALIST

CORPORATE INFORMATION

1. Position Level: Salary Band I
2. Salary Range: [$48,025.95 - $61,175.92]
3. **Duty Station:** Suva
4. Reporting Responsibilities:
   a) **Reports To:** MCC Compact National Coordinator
   b) **Liaises with:** MCC, Interim Fiscal Agent, Compact Development Team, Government Finance and Payroll, Auditors
   c) **Subordinates:** Nil
   d) **Term:** One (1) year project-based contract term, with the possibility of extension.

POSITION PURPOSE

The Finance Specialist leads the finance, accounting and administrative function of the Compact Development Team (CDT) and has responsibility for both the administrative and financial activities of the team, including management of the Government's payroll for the CDT. To the degree applicable, this individual is also the strategic and day-to-day manager of the Compact Development Funding (CDF) Agreement budget, the CDT's fiduciary integrity, and the health of the CDT's financial management through the life of its limited activities. As the CDT is embedded within the Budget Division of the Ministry of Finance, the Finance Specialist must manage CDT finances in compliance with both MCC's financial management and reporting requirements and applicable Government of Fiji law, including but not limited to the Financial Management Act 2004 and Finance Instructions 2010.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1) Lead the overall finance function of the CDT and ensure sufficient finance and accounting support is provided to the operational and programmatic functions of the team to strengthen its ability to deliver on the targets of the CDF Agreement.
2) Ensure the prompt payment of CDT member salaries and fees with Government funding and administer and document any required withholding or other administrative requirements applicable to the CDT and the Government of Fiji.
3) Forecast cash flows, accurately project future needs, and lead the development of funding requests to ensure disbursement of funds from the Government and, where applicable, from MCC.
4) Develop and implement policies, plans and controls for managing the CDT's financial resources in accordance with the CDF Agreement, applicable MCC financial management and reporting requirements, and applicable Government of Fiji laws, regulations, instructions and procedures, including the Financial Management Act 2004 and Finance Instructions 2010.
5) Oversee the production of periodic financial reports for the decision making of the CDT, MCC and Government stakeholders.
6) Lead the CDT during budget and audit exercises, including serving as the authority on compliance with the financial requirements of the CDF Agreement and applicable Government of Fiji financial legislation.
7) Guide CDT programme staff and Government stakeholders on MCC financial management and reporting regulations as well as national government procedures, to ensure compliance and transparency.
8) Manage administrative and financial tasks, including small purchases and petty cash, while ensuring the highest degree of integrity and compliance with policies and procedures, and undertake any other duties as directed by the National Coordinator.

KEY PERFORMANCE INDICATORS

For Government of Fiji employment and performance-management purposes, performance will be assessed against the following indicators:

1) CDT salaries, fees and payments are processed accurately and on time, with full documentation and compliance.
2) Accurate cash flow forecasts, funding requests and disbursement and reimbursement requests are submitted to the Government and MCC within agreed timeframes.
3) Periodic financial reports are produced accurately and on schedule, and audit and budget exercises are completed with no material findings.
4) Full compliance with the CDF Agreement, MCC financial regulations and Government of Fiji financial legislation, including the Financial Management Act 2004 and Finance Instructions 2010, is maintained throughout.

Person Specifications

In addition to a Bachelors degree in Accounting, Finance or a related field, with professional certification as a Certified Public Accountant (CPA) or Chartered Accountant (or equivalent relevant experience). The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1) Minimum five (5) of experience in finance and accounting management, including financial management supervisory experience for a programme of a similar size and scope.
2) Experience in human resources and payroll functions similar to the scope required for management of the CDT processes.
3) Working knowledge of the Financial Management Act 2004, Finance Instructions 2010 and other applicable Government of Fiji financial regulations, and their application within the Ministry of Finance's Budget Division.
4) Knowledge of the development environment in Fiji and the challenges of programme execution and coordination with government institutions.
5) Fluency in English (writing and speaking) is preferred.

Skills and Abilities

1) Strong financial management, budgeting and fiduciary control skills.
2) Ability to collaborate effectively, while maintaining the highest standards of integrity and compliance.
3) Ability to work accurately under pressure and meet reporting deadlines.
4) Excellent written and verbal communication skills, with high proficiency in financial management systems and technology use.

Personal Character & Eligibility

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants.