



ROLE DESCRIPTION

Manager Finance

The Native Lands Trust Board (NLTB) was established in 1940 with Ratu Sir Lala Sukuna being the principal architect. The objective and reason for such a board was three fold; to reserve sufficient land for land owners for their support and maintenance, to lease those lands not required by landowners and to assist in the development of reserved land

Today the NLTB's business is the administration of native land leases and licenses for the land owning units. The number of leases is increasing annually with a total today of about 35,000 leases.

Primary Objective of Position

The Manager Financial will ensure that all the required financial accounting and management information for all business activities in NLTB is available and ensure that the financial management systems, processes and controls operate appropriately.

Key Outcomes

1. Accounting function leadership and management in accordance with the performance management system:
 - # Planning and scheduling of operations;
 - # Scheduling of resources;
 - # Motivated and cooperative Finance team;
 - # Implement accounting/financial management procedures;
 - # Budget preparation, forecasting and control;
 - # Procurement and stock control.
2. Accounting service provided for NLTB (internal and operations);
 - # Payroll services;
 - # Payments and receivables;
 - # Accounts management – ledger management, reconciliations;
 - # Financial analysis services;
 - # Business planning and modelling services.
3. Reporting and informed management
 - # Daily, weekly, fortnightly monitoring and control;
 - # Monthly financial reporting;
 - # Statutory reporting;
 - # Foreign exchange transactions; and,
4. Compliant financial management services:
 - # Statutory compliance:
 - # Accounting and finance standards;
 - # Regulatory and legislative;
 - # Fiji land tenure requirements, and
 - # NLTB operational compliance.
5. Policy and procedure development;
 - # Procedure maintenance:
 - # Accounting procedures;

- # Financial management;
- # Personnel and payroll;
- # System procedure development.

6. Developed and growing accounting operations:
- # Developing staff competence;
 - # Improved audit – financial etc;
 - # Operational procedure compliance;
 - # Improved technology application;
 - # Managed change within the accounting services, and,
 - # Improved customer satisfaction with services.
7. Demonstrate NLTB image and value standards at all times.

Duties / Responsibilities (Describes key competencies required to achieve performance levels)

Competence

Competence Description

Business

Business Performance	Establish performance management measures managing adjustments and variations
Risk Management	Implement and manage a risk assessment program.
Planning	Develop an operations plan to define specific objectives.
Resource Management	Schedule resources over multiple work teams or units to maximise their effectiveness and achieve objectives; monitor the outcomes.
Systems and Procedures	Undertake defined modifications/reviews to procedures; draft manuals/instructions.

Customer

Customer Commitment	Anticipate and devise solutions to meet the customers' future requirements.
Commercial Focus	Analyse the cost aspects of a work area / project and determine its commercial viability.
Quality Focus	Monitor/audit quality standards: provide guidance and direction to staff on quality standards.

People

Leadership	Facilitate performance by setting targets, removing barriers and motivating and guiding work groups to achieve results.
Facilitation	Ensure work delegated is completed in an effective and timely manner, accepts accountability.
Problem Solving	Address the wider implications, consequences or causal relationships in a non routine problem

Professional

Technical Strength	Develop the technical solution for a situation using fundamental principles and theory - technical adviser.
Financial Application	Propose solutions based on financial analysis of historical and future trends.

Operational

Stock Control

Use supply systems to control supplies and stock lines introducing or deleting items as required to maximise cash flow efficiency.

Interactions

Person Specifications:

Qualifications

Preferred

Degree

Degree in Accounting and Financial Management or equivalent

Desirable

Higher Degree incl. Post Grad Cert
or Dip

Post Graduate qualifications in a relevant field

Requirements

Professional Associations

Chartered Professional Accountant (CPA)

Member of Fiji Institute of Accountants

Work Knowledge and Experience

Personal Attributes :

Attribute Type

Attribute

Behavioural

Accountable
Customer Focused
Detail Oriented
Reliable

Interpersonal

Open and Honest
Perceptive
Team Oriented

Thinking

Analytical
Disciplined / Systematic
Initiative
Well Organized

How to apply:

Closing Date: Tuesday, 2 March, 2010