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| <b>JOB DESCRIPTION- MANAGER FINANCE &amp;<br/>ADMINISTRATION</b> |
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|--------------|----------------------------------|
| Position     | Manager Finance & Administration |
| Organization | Consumer Council of Fiji         |
| Tenure       | Three Year (Contract)            |
| Duty Station | Suva                             |
| Reporting to | Chief Executive Officer          |
| Salary Band  | \$32,984 to \$46,706             |

### **1.0 Primary Purpose**

The Manager Finance and Administration contributes to the overall success of the Council by effectively managing administrative, financial and management accounting services to ensure long term financial viability and fit for purpose corporate services, including records, information systems and administration. The provision of expert financial advice to CEO is a key responsibility on matters including cost structures, business and financial operating structures, funding models, cost saving strategies, as is development of strategic financial planning and savings initiatives and strategies.

### **2.0 Organizational Context of Position**

The Consumer Council of Fiji (CCF) is a statutory body established under the Consumer Council of Fiji Act 1976 (Cap 235). The Council is expected to play a positive role in achieving a market place where consumers are well informed, confident and protected from unlawful, deceptive, misleading or otherwise, objectionable practices. The prime function of the Council is to drive real change for consumers based on these five themes-

- Delivering consumer knowledge, skills and information to all
- Championing and protecting the interests of all consumers
- Assist consumers in resolving complaints with traders and service providers
- Driving change (policy/procedures/practices) to benefit consumers
- Enabling consumers to make responsible choices

### **3.0 Council's Role**

The Council's roles are to:

- Improve consumers' ability to make informed decisions;
- Solve consumer complaints through Alternative Dispute Resolution (ADR), Advisory services and legal representation;
- Advise the Minister on such matters affecting the interests of the consumers;
- Collect, collate and disseminate information in respect of matters affecting the interests of consumers;
- Support or maintain legal proceedings initiated by consumers, where such support is deemed necessary;
- Make representations to the government or to any other persons or organisations on any issues affecting the interests of consumers;
- Conduct research and investigations into matters affecting consumers;
- Provide debt management and consumer credit advisory services to financially illiterate consumers;

- Conduct market surveillance to establish product prices and compliance with product labelling and safety requirements including misrepresentation
- Work in partnership with local, regional and international organizations to identify and understand emerging consumer issues, conduct research and campaign on issues in solidarity to change local and global practices.

#### **4.0 Responsibilities of the Position**

The key accountabilities of the Manager Finance & Administration:

##### **4.1 Strategic Support**

- Lead and review the Finance and Admin policies and procedures in order to maintain a well financially controlled work environment.
- Prepare annual assessment of service agreement/work plan (for Annual Report).
- Assist CEO in the preparation of Annual Budget for the Council.
- Coordinate and assist CEO during any internal or external audits.
- Provide support to the CEO and the Board of Directors on donor funds, Government grant and Admin matters.
- Carry out any other duty as assigned by the Chief Executive Officer.

##### **4.2 Administration**

- Ensure that all relevant organisational policies that are in place are being followed by staff.
- Work with CEO and other Managers to ensure that systems are in place for the control of all assets, equipment, property, and facilities.
- Maintain confidential records and files.
- Procure goods and services based on the organisation rules & regulations.
- Supervise and control all office vehicles and equipment's including timely repairs.
- Maintain fixed asset register and annual inventory.
- Work with Chief Executive Officer to ensure timely donor auditing and reporting
- Assist in staff recruitment.
- Monitor IT and any other contract from financial and service delivery perspective
- Make payment of subscription to Consumers International.
- Undertake duties for tender process (advertising, opening of tender box, outcome, awarding process, etc.).

##### **4.3 Finance**

- Monitor accurate and timely submission of financial reports to Board, donors, Ministry of Economy, and Ministry of Industry, Trade and Tourism.
- Prepare salaries/wages.
- Organize reimbursement to Board members/staff.
- Maintain petty cash register.
- Preparation FNPF, PAYE and VAT including any follow ups with these authorities.
- Process payment for creditors and maintain record of payables.
- Prepare monthly/quarterly and yearly financial forecast (cash flow analysis).
- Liaise with Auditor General to prepare Councils account for annual auditing.
- Prepare quarterly Board paper on Financial Statement.
- Input financial transaction in the MYOB ((Account Right Premier Versions 9 and 19.5).
- Manage donor funded projects – reporting and acquittals.
- Manage Social Club – accounts and audit.

- Prepare monthly, quarterly & annual financial report on Bank reconciliation, cash flow, salary reconciliation, VAT reconciliation, Income & Expenditure and a summary on budget estimates against actuals.
- Prepare and submit annual budget proposal to the line Ministry based on Council's work programmes.

#### **4.4 Auditing of Accounts**

- Liaise with Auditor General to prepare Council's account for annual auditing.
- Oversee the auditing requirements by the Auditor General's Office
- Prepare comments on the draft Audit Report for Board approval
- Prepare response to Public Account committee

#### **4.5 ICT Upgrade**

Ensure ICT upgrade is done in a timely manner:

- ICT Equipment
- Council Domain
- Website
- Mobile App
- Complaints Management Database

#### **4.6 Leadership, Performance Management and Capacity Building**

- Ensure effective and efficient management of human, financial and physical resources within the Division.
- Lead and oversee the Corporate Division.
- Ensure effective succession planning and skills development within the Division.
- Prepare performance plan and monitor staff performance.
- Carry quarterly/yearly staff performance appraisal for the division.
- Identify training requirement of staff in the division.

#### **4.7 Networking**

Build strong relationships with FRCS, donors, CI, FNPF, Line Ministry, Auditor General's Office, Ministry of Finance, DATEC and other statutory bodies and authorities.

### **5.0 Key Selection Criteria**

#### **5.1 Qualifications**

- Degree in Accounting, Finance or Management or a related field is required.

#### **5.2 Technical Expertise**

- At least 5 years of work experience in a similar position.
- A good understanding of financial management systems and modalities for dealing with government.
- Have excellent IT skill and knowledge/understanding of the MYOB (Account Right Premier Versions 9 and 19.5) integrated accounting and payroll systems.
- Experiences in financial budgeting, monitoring and auditing, cash flow planning/implementation, managing resources and people management.
- A good understanding of Government administrative and financial procedures and regulations.

### 5.3 Key Skills and Competencies

- Ability to think fast, solve problems and provide innovative solutions, while working as part of a team.
- Ability to plan, balance and cope with competing priorities the ability to multitask and willingness to go the extra mile to support what the job demands.
- Excellent interpersonal skills and ability to relate to people at all levels - internally and externally.
- Demonstrated ability to access and deploy resources effectively and efficiently.
- Strategic thinker, innovative, performance driven and an effective decision maker.
- Committed to providing timely financial advice and support to CEO, Board and external stakeholders (auditors, donors & line ministry).
- Commitment to accuracy and attention to detail.
- Ability to work with minimum supervision.
- Demonstrated ability to access and deploy resources effectively and efficiently.
- Good written and verbal communication skills.
- Establishes and maintains positive communications with key internal and external partners by seeking input and feedback.
- Shows respect for different attitudes, knowledge and approaches.
- Coordinates own work with that of the team to meet agreed priorities and deadlines.
- Places the team's agenda before any personal agenda.
- Ensures personal decisions are based on accurate and objective data.
- Considers the positive and negative impacts of decisions before making them.
- Contributes to continuously improve the quality and relevance of information sharing in areas of personal expertise, in support of decision-making processes.
- Keeps abreast of current developments in own area of specialization and brings new ideas to the team.
- Seeks actively to improve programmes and services by continuously exploring future possibilities.
- Treats sensitive or confidential information appropriately.
- Values and affirms colleagues input and expertise.
- Shares information and encourages regular feedback from all staff.
- Sets and agrees with team members' clear and motivating objectives and outcomes.
- Appraises performance fairly and consistently, respecting CCoF performance guidelines.
- Gives due credit and recognition to achievement and effort.
- Recognises the importance of continuous learning and the professional development of own staff.
- Supports the development of own staff in a direction consistent with their development goals.
- Suggests appropriate activities to meet identified staff development needs.

### 6.0 Contacts

This position has regular contacts with the following organizations:

- Ministry Of Trade, Co-Operatives, Micro, Small, Medium Enterprises and Communications
- Fiji Revenue & Customs Authority
- Fiji National Provident Fund

- Office of the Auditor General
- Datec Fiji Ltd
- Banks
- Ministry of Civil Service
- Ministry of Finance
- Insurance Companies
- LTA
- Reserve Bank of Fiji
- Other organisations (traders/service providers)

## 7.0 Challenges and Impact on Organization Results

The main challenge for this position is to ensure timely release of quarterly grants from the line Ministry. Delays in receiving grants will delay payment of salaries/wages and other payments. Continuous follow up with the Ministry and proper planning of funds to ensure mandatory payments are released first.

The incumbent is expected to take a positive approach to these challenges and develop creative/innovative approaches to handle such situations. The incumbent needs to prioritise and manage multiple tasks/demands set by circumstances.

## 8.0 Organisation Structure

Immediate supervisor: Chief Executive Officer

| <b>Positions Reporting to You</b>                   | <b>No of Staff Reporting To Them</b> |
|---|--------------------------------------|
| Receptionist and Administration Officer             | None                                 |
| Assistant Administration Officer                    |                                      |
| Regional Coordinator Lautoka (Finance & admin only) |                                      |
| Regional Coordinator Labasa (Finance & admin only)  |                                      |