



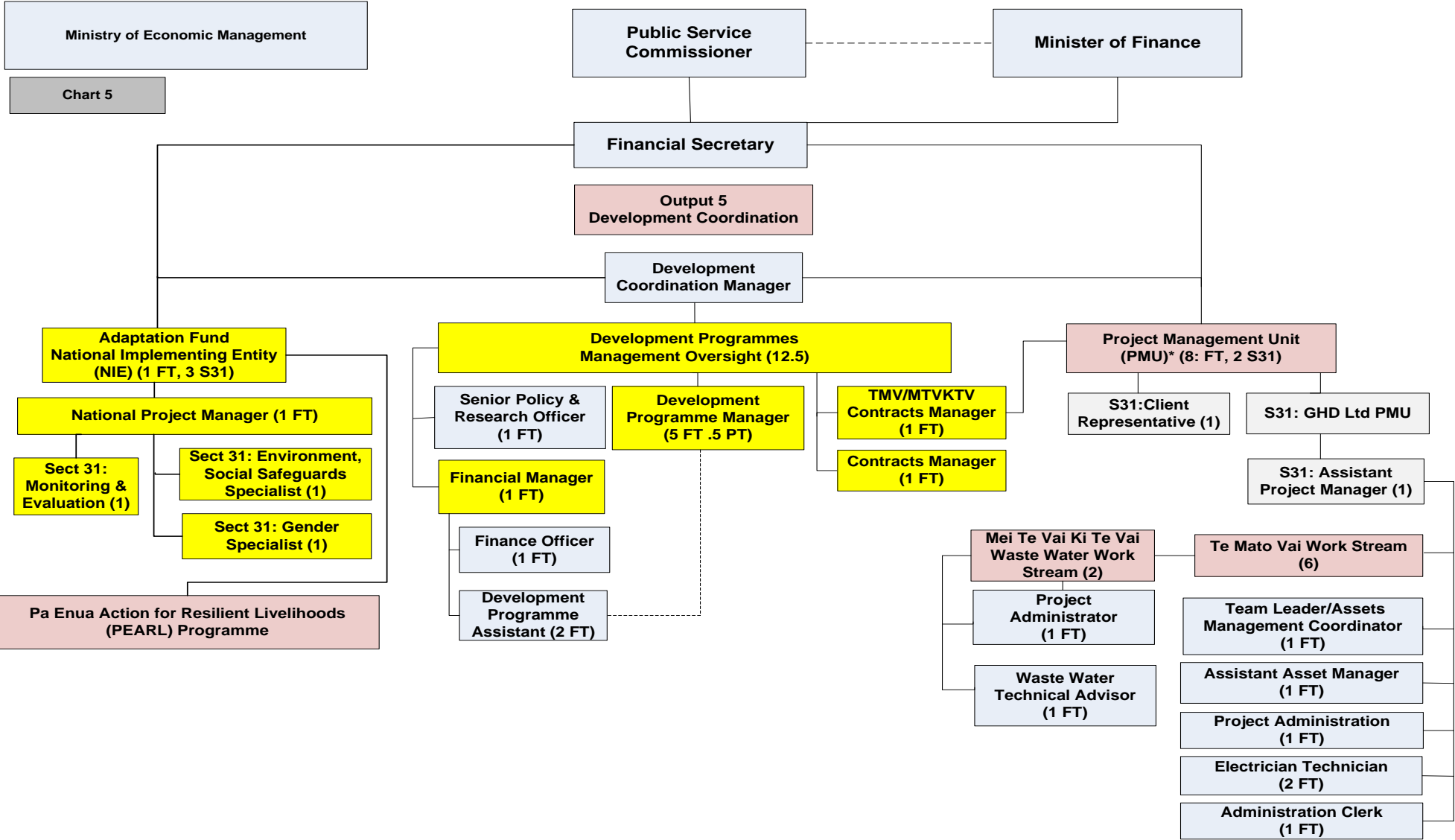
JOB DESCRIPTION

Job Title:	Finance Manager
Work Unit:	Development Coordination Division (MFEM)
Responsible To:	DCD Manager
Responsible For:	Finance Officer Development Programme Assistant (1.5)
Job Purpose:	The Finance Manager is responsible for managing financial, accounting and administrative services in order to meet legislative requirements and support the effective oversight of DCD financial operations and national official development assistance (ODA) of the Ministry of Finance and Economic Management.
Job Classification:	Function (Corporate Support, Regulatory, Service Delivery) Jobwise Code:
Date:	29 June 2018

AGENCY Vision:
MFEM vision is as follows.

“MFEM shall be a competent and professional organisation, inspiring public trust in managing public finances in pursuit of our national development aspirations”

“We will act without fear or favour to collect revenue which pays for our Cook Islands way of life”



Note: Types of positions: S31-PSC Act 2009 Contract for Services engaged in accordance with CIG Procurement Policy; Full Time (FT); * Interim arrangement only until proper SOE setup with CIIC; ** As of November 2017, ADB has standalone donor partner in country office. December 2017 UN no longer have a Office; MFEM accredited as Adaption Fund NIE July 2016 – Necessary to have NIE in place now. 3 year PEARL Programme approved with OPM as PMU Implementing agency and MOA, EMCI and OPM as project executing agencies. Finance Manager & Senior Policy Research Officer functions also for NIE Unit & PMU Unit.

KEY RESULT AREAS (KRA's)/Outputs

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>1. Official Development Assistance (ODA) Appropriations Management</p> <ul style="list-style-type: none"> • Manages the daily direct online payments of ODA financial transactions with remittance advice to programme/managers. • Provides advice to programme/project managers, and works with the DCD Manager & Development Program Managers in monitoring and resolving financial operations with MFEM Act, CIGFPPM and the National ODA Policy. • Identifies general financial costs, impacts, risks using the Te Tarai Vaka tools for new and existing programmes/projects. • Identifies financial issues to be addressed in future grant funding agreements, contracts for goods and/or supplies • Processes revenue, expenditure and tax reimbursement transactions into the ODA online database for all ODA programmes/projects. • Manages ODA cashflows and term deposit accounts • Corresponds with third parties implementing development partner programme/project for actual expenditure and revenue confirmations • Reconciles on a monthly basis with the Development Programme Managers for DCD Manager approval and balance to government general ledger. • Prepares financial statements in accordance with Generally Accepted Accounting Principles (GAAP), MFEM Act, CI Government Financial Policies and Procedures Manual (CIGPPM) and ODA Policy. • Completes Financial Statements for endorsement by DCD Manager to audit within the prescribed timeframes. 	<ul style="list-style-type: none"> • Timely and accurate payments and advice. • Up to date, simplified referencing hard copy and electronic filing of all ODA programmes/projects financial information. • Third party confirmation of actual revenue and expenditures reconciles with DCD accounts for ODA Appropriations. • Auditors accepts ODA accounts for auditing • Implement audit recommendations. • Checks and Controls in place when processing donor Finances • CI Government Financial Policies and Procedures Manual complied with.
<p>2.Division and Ministry Responsibilities</p> <ul style="list-style-type: none"> • Collaborates with the DCD Manager and DCD Programme Managers in consolidating and for publication the ODA budget in the <ul style="list-style-type: none"> • Annual Budget Process; • Government Quarterly Financial Reports; • Development Partners programmes/projects Reports; • Annual Business Plans; • Other financial reports required by decision making entities such as NSDC, CAC, IC, Cabinet • Monitors Division financial performance and cash flow requirements • Maintains and monitors the Division's fixed asset register • Contributes to the DCD Operations Manual for updates to financial processes of ODA 	<ul style="list-style-type: none"> • Reports are received and accepted by the Donors by due date. • Production of DCD Policies and Procedures Manual. • Compliance to the ODA policy and CI Government Financial Policies and Procedures Manual • Effective ODA monitoring through timely financial reporting to inform decision making •

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
programmes/projects <ul style="list-style-type: none"> • Recommends enhancements and improvements to operating procedures and financial systems for effective project implementation • Actively participates and adheres to the Public Service Code of Conduct at in country capability building forums and overseas duty travels as a MFEM Representative/Cook Islands Government representative • Provide administrative support and constantly be aware of opportunities for implementing process improvements 	<ul style="list-style-type: none"> • Timely submission of Travel Notifications and Back to Office Reports submitted to DCD Manager & Head of Ministry • Customers are satisfied with the service at DCD

Work Complexity

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Financial management oversight on behalf of government and 24 development partners for 60+ donor funded programmes/project towards the economic and social development of the Cook Islands with a focus on the Pa Enea. Requires familiarity of the 24 development partners diverse modalities and policies and procedures, and these policies and procedures for which there is limited precedent.
2	Managing communications is critical yet challenging for facilitating input and information by the due dates when dealing with the 33 agencies across the public sector, partner civil society agencies and third party ODA programmes/projects implementing partners. Requires communication tactics to optimise receiving timely information and informed advice specific to each ODA programme/project and reporting requirements.
3	Technical improvements, financial analysis, accuracy in posting narrating of financial transactions to the relevant bilateral, multilateral, third party development partners programme/projects expenditures in the online ODA database required.
4	Requires accurate, reliable and timely reporting and application of technical skills for completing Financial Statements in accordance with GAAP, CIGFPPM and relevant finance and audit legislations.

Authority

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff.

Financial	Verification and processing payment vouchers, assisting DPM's with ODA programmes, management of expenditure of ODA programme budgets as appropriated in annual budget ODA schedule. Authority to commit routine operational expenditure up to \$500 without approval from DCD budget for DCD manager sign off. Collaborates with Treasury Management Division in managing foreign exchange risks for transfer of ODA foreign currency from government foreign currency account to government NZ\$ ODA account.
Staff	Supervises and monitors work plan of Finance Officer. Supervises on a rotational basis at least 1.5 Development Programme Assistant (DPA)
Contractual	Authority to sign off on correspondence to third parties for confirmation of budget balances and provision of ODA financial advice.

Functional Relationships

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Key internal and/or external contacts	Nature of the contact most typical <i>e.g. courtesy, giving/receiving information, explaining things, liaising, advising, gaining co-operation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.</i>
DCD Management Division Staff/	Collecting, receiving, and compiling financial information for the completion of all programmes/projects financial reporting. Collaborating and explaining to Development Programme Managers the financial management of programmes/projects.
Rest of MFEM Staff	Correspondence on actual expenditure and revenue for projects implemented by Treasury Management Division (TMD), Revenue/Border Management Division (RMD) & Statistics Office. TMD: Gaining cooperation, giving/receiving financial information and for reconciliation of all ODA and government accounts expenditure and tax reimbursements. Liaises and collaborates with Budget team in publishing of all ODA budgets in the Annual Budget, Quarterly Financial Reports. RMD: Resolving tax reimbursements, import levy exemptions, business registration status of programme/project suppliers for DCD approval. Statistics Office: Giving ODA information for the publication of official statistical economic information.
Government Agencies/Other Implementing Agencies	Giving, receiving and providing financial project advice to implementing agencies for uniform treatment of project expenditure. Relay information to implementing agencies on behalf of development partners. Reconciles implementing agency's ODA records with DCD records.
Banks	Giving and receiving bank account information, direct bank account payments, bank deposits received. Facilitating term deposit arrangements, movement of ODA foreign currency approved funds between government currency accounts.
NSDC	Giving financial information for informed Committee decision making.
Development Partners	Resolving financial issues and reporting according to timeframes.
PERCA	Consolidating accounts ready to meet auditing requirements. Resolving auditing issues that may arise.

Qualifications (or equivalent level of learning)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
3 year degree specific to accounting and financial management.	Commerce or Business graduate

Experience

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<p>4-6 years experience in a finance and/or administrative role.</p> <p>Proficiency in the use of Microsoft Excel, Word, Outlook, Access, Powerpoint, Visio.</p> <p>Application of knowledge of business accounting packages</p> <p>Working experience of a range of office procedures with working knowledge of the application of generally accepted accounting practices and assets management.</p> <p>Problem solving, analytical skills with attention to financial details.</p> <p>Good standard of written and spoken English</p> <p>Discretion, tact and diplomacy in handling sensitive information</p> <p>Ability to work productively in a team environment.</p>	<p>Working towards completion of a business graduate with an accounting major or any other similar qualifications.</p> <p>Understanding Government processes and the functions of Government</p> <p>Work experience in the public sector and understanding of the MFEM Act and the Cook Islands Government Financial Policies & Procedures Manual.</p> <p>Knowledge of IPSAS and IFRS accounting standards</p>

Key Skills /Attributes/JOB Specific Competencies

Level of ability required for the job	
Expert	<input type="checkbox"/> Written and oral communication skills with report writing skills expressing ideas clearly adjusted to target audience needs <input type="checkbox"/> Time management skills – completion of more than one set of financial statements at any one time <input type="checkbox"/> Analysis of relevant information and key issues and causes and effect of issues <input type="checkbox"/> Accounting processes that promotes accuracy and quality and process improvements in quality of financial outputs over time
Advanced	<input type="checkbox"/> Making timely decisions and actions where appropriate to commit to a position or advice <input type="checkbox"/> Conflict management in accordance with government Employment Disputes Policy & Code of Conduct Policy

	<input type="checkbox"/> Financial management ability and knowledge of managing ODA financial issues in accordance with relevant mandates, policies and grant funding agreements
Working	<input type="checkbox"/> Considers national issues that may impact on the public sector agencies and third parties implementing ODA programmes/projects <input type="checkbox"/> Works to achieve internal, implementing partner, development partner total customer satisfaction. <input type="checkbox"/> Establishes follow up procedures to monitor ODA actual and revenue and expenditure.
Awareness	<input type="checkbox"/> Acting to promote compliance with MFEM, PERCA and PSC Acts. <input type="checkbox"/> Acting to promote and implement Cook Islands Government Policies and Procedures Manual (CIGFPPM) <input type="checkbox"/> Strategic awareness of courses of financial management of ODA projects and DCD budget in line with International Public Sector Accounting Standards (IPSAS) & International Financial Reporting Standards (IFRS)

CHANGE to JOB description

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

HoM/Manager

Date

Employee

Date