



Ministry of Finance and Economic Management  
GOVERNMENT OF THE COOK ISLANDS

PO Box 99 Rarotonga Cook Islands Phone (682) 29511 Fax (682) 29652 www.mfem.gov.ck

### POSITION SUMMARY

<b>Job Title:</b>	Accountant
<b>Division:</b>	MFEM Treasury Management
<b>Responsible To:</b>	Treasury Finance Manager
<b>Responsible For:</b>	No direct report
<b>Job Purpose:</b>	Management and responsible for CIG financial reporting's timeliness, quality and effectiveness.
<b>Job Classification:</b>	TBC
<b>Date updated:</b>	TBC

### AGENCY VISION

*"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"*

### ORGANISATIONAL STAFFING STRUCTURE

Organisation Chart Attached – Appendix A

## KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators ( <i>use SMART principles</i> )
<p>KRA 1: Financial Reporting</p> <ul style="list-style-type: none"> <li>• Production of Crown Account Consolidation;</li> <li>• Production of Crown Consolidation quarterly reporting;</li> <li>• Produce CIG monthly reporting requirements;</li> <li>• Maintain Crown Ledger</li> </ul>	<p>Assist Preparation of Crown Consolidation</p> <ul style="list-style-type: none"> <li>• All work paper and accounts are reconciled on a monthly basis;</li> <li>• Crown Consolidation is completed and submitted to Audit within one month of receiving the last Audited account;</li> <li>• Ensure that the presentation and disclosures of the annual reports comply with the requirements of the IPSAS reporting standards</li> <li>• Collate and consolidate all relevant segments of the Government sector;</li> </ul> <p>Assist Preparation of Quarterly Financials</p> <ul style="list-style-type: none"> <li>• Reconcile all relevant GL accounts required for quarterly reporting;</li> <li>• Review and analyse Profit and Loss and Balance sheet items of the Government Sector;</li> <li>• Prepare press release and Cabinet submission to summarise the outcome of the report.</li> </ul> <p>Assist Preparation of Monthly Financials</p> <ul style="list-style-type: none"> <li>• Monthly reports from Crown agencies are consolidated timely after month end processes;</li> <li>• Compile the revenue summary for Crown by 5th working day of month end;</li> </ul> <p>Assist Chart of Accounts Maintenance</p> <ul style="list-style-type: none"> <li>• Manage and maintain FMIS Chart of Accounts structure;</li> <li>• Recommend changes to improve reporting requirements;</li> <li>• Manage accuracy of the Crown Ledger.</li> </ul>
<p>KRA 2: Business plan/ budget process</p> <ul style="list-style-type: none"> <li>• Produce Crown Accounting business plan;</li> <li>• Produce financial reporting schedules as required by the budget;</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with TMD's business plan by providing Crown Accounting's business plan for the medium-term ensuring deadlines are met;</li> <li>• Assist Crown Manager provide accurate and quality budget financial statements to be included in the budget publication;</li> <li>• Assist where required to present to Budget Committee when required on the performance of Crown overall;</li> </ul>
<p>KRA 3: Financial Policies and procedures</p> <ul style="list-style-type: none"> <li>• Maintenance of the CIG Financial policies and procedures Manual;</li> </ul>	<ul style="list-style-type: none"> <li>• Assist maintenance of the CIG financial policies and procedures manual review every 12-18 months to ensure it is relevant;</li> <li>• Assist provide summary opinions on application and interpretation of policies and procedures, accounting standards, or parts of legislation as may be relevant when required;</li> <li>• Assist to provide advice and direction on any issues regarding adherence to the Policy and Procedures Manual.</li> </ul>
<p>KRA 4: Administration and Management</p> <ul style="list-style-type: none"> <li>• Develop and foster continuous improvement environment</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake and coordinate other projects from time to time as may be required by Management;</li> <li>• Manage staff development and training,</li> <li>• Provide capacity building to staff and relevant stakeholders on related processes and issues.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop a personal work process manual which details how various job process are carried out.</li> <li>• Recommend enhancements and improvements to operating procedures.</li> <li>• Ensure tasks and projects are completed within agreed timeframes and negotiate early if deadlines are not able to be met.</li> <li>• Communicate any issues relating to the Treasury Division or MFEM as soon as possible to the appropriate person;</li> <li>• Take opportunities to up-skill and develop when relevant and practical.</li> <li>• Ensure a high level of customer service when dealing with all parties.</li> </ul>
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List key 4-6 key tasks under each KRA

### WORK COMPLEXITY

<i>Indicate most challenging problem-solving duties typically undertaken (3-4 examples):</i>	
1	Time Management – The position is responsible for managing a division with various tasks and deadlines, effective time management is required to ensure deadlines are met and is a very crucial success factor for the role.
2	Problem Solving – The position is required to be creative and be able to demonstrate an understanding of the issues to provide a solution, queries from Crown agencies on processes and policies needs to be responded to in a timely manner;
3	Technical skills and Initiative – The position needs to understand and be well versed with the Cook Islands Financial Policies and Procedures manual, and any other relevant international reporting standards, they will be called upon to provide technical accounting advice to stakeholders;
4	Communication Skills – The position will be dealing with Finance staff and Management in a number of different Agencies, a person with good communication skills and demonstrate a diplomatic way of approaching stakeholders is paramount.

### AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (*Explain the authority if any*)

<b>Financial</b>	No.
<b>Staff</b>	No.
<b>Contractual</b>	No.

## 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)

TMD	Heavy	Co-ordination role between all division of TMD to ensure deadlines are met;
MFEM Management	Medium - There will be ongoing contact between Management and this position to ensure service objectives are met.	Working closely to ensure adherence to policy and meeting financial obligations
Other MFEM Staff – Tax, Statistics & Aid	Light	Work closely with other staff of the Ministry to acquire information relevant to producing reporting requirements.
Other Government Agencies	Medium	Provide training and technical accounting advice to all Crown agencies.

## 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.

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
<ul style="list-style-type: none"> <li>Tertiary degree in Accounting;</li> </ul>	<ul style="list-style-type: none"> <li>Associate Chartered Accountant;</li> </ul>

## 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.

<b>Essential:</b> (least number of years to be competent)	<b>Desirable:</b> (target number of years you are looking for)
<p>Computer literate with good working knowledge of Microsoft Word, Excel and Microsoft Access or equivalent;</p> <p>Communication skills – both written and oral</p> <p>Good Analytical skills</p> <p>Time management skills – completion of more than one set of financial statements at any one time</p> <p>Discretion, tact and diplomacy in handling sensitive information</p>	<p>3+ years' experience in a similar technical accounting role would be expected;</p> <p>Understanding Government processes and the functions of Government;</p> <p>Demonstrated Problem solving skills</p> <p>Understanding of the MFEM Act and the Cook Islands Government Financial Policies &amp; Procedures Manual.</p>

Ability to work productively in a team environment.	
Good standard of written and spoken English.	

**KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES**

Level of ability required for the job	
<b>Expert</b>	<input type="checkbox"/> Written and oral communication skills <input type="checkbox"/> Time <input type="checkbox"/> Analytical ability <input type="checkbox"/> Accounting processes
<b>Advanced</b>	<input type="checkbox"/> Financial management ability <input type="checkbox"/> Problem solving ability <input type="checkbox"/> Conflict management <input type="checkbox"/> Knowledge of financial issues faced by the ministries
<b>Working</b>	<input type="checkbox"/> Public service experience <input type="checkbox"/> National issues that may impact on the Ministries <input type="checkbox"/> Computer literate – MYOB and Microsoft applications
<b>Awareness</b>	<input type="checkbox"/> MFEM, PERCA, PSC, OPM Acts. <input type="checkbox"/> Cook Islands Government Policies and Procedures Manual (CIGFPPM) <input type="checkbox"/> International Public Sector Accounting Standards (IPSAS) <input type="checkbox"/> 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:**

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HoM/Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date