



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>	Senior Treasury Officer - Bank
<b>Division:</b>	MFEM Treasury Management – Funds Division
<b>Responsible To:</b>	Funds Manager
<b>Responsible For:</b>	No direct reports for this position
<b>Job Purpose:</b>	Effective management of Crown Funds, payments and receipting.
<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 (use SMART principles)
<p><b>KRA 1: Treasury Account Management</b></p> <ul style="list-style-type: none"> <li>• Timely Reconciliation of the Crown's bank accounts.</li> <li>• Effective management of crown cash supply;</li> <li>• Maximise Return on investment</li> <li>• Provide accurate weekly and monthly reporting as required</li> </ul>	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> <li>• All bank accounts are reconciled by the five-working day of month end;</li> <li>• Resolve any reconciliation issues within two working days of receiving the bank statement;</li> <li>• Public main bank account(s) balance is within agreed level at any one point in time, excess cash invested;</li> <li>• Cash flow requirement updated on a weekly basis.</li> <li>• Initiate investment options to the Funds Manager in line with Government's investment policies and procedures;</li> <li>• Manage supply of Cook Islands coins to the bank according to demand.</li> <li>• Liaise with the bank on online processing to ensure compliance with policies and procedures;</li> </ul>
<p><b>KRA 2: Payment Management</b></p> <ul style="list-style-type: none"> <li>• Compliance to Internal control policies;</li> <li>• Timely processing;</li> <li>• Accurate recording;</li> <li>• Credit Card Monitoring;</li> </ul>	<ul style="list-style-type: none"> <li>• Advise Funds Manager to ensure Government cashflow requirements are met;</li> <li>• All payments made are recorded against budget, there should be no negative variances;</li> <li>• All payments made comply with the Cook Islands Financial Policies and Procedures manual;</li> <li>• All payment vouchers are processed within two working days of receipt;</li> <li>• Maintain open communication with Agencies on anything payment related;</li> <li>• Monitor Credit Cards program to reconcile and completed according to policy;</li> </ul>
<p><b>KRA 3: ROBOCs &amp; POBOCs Monitoring</b></p> <ul style="list-style-type: none"> <li>• Compliance to Internal control policies;</li> <li>• Timely processing;</li> <li>• Accurate recording;</li> </ul>	<ul style="list-style-type: none"> <li>• ROBOCs are recorded to the accounting system within three working days of banking;</li> <li>• ROBOCs receipting comply with internal control procedures prescribed by the Cook Islands Financial policies and procedures Manual;</li> <li>• ROBOCs receipting are posted to the correct chart of accounts, ensuring minimal errors;</li> <li>• Liaise with agencies where necessary to ensure information is obtained.</li> </ul>
<p><b>KRA 4: Administration and Management</b></p> <ul style="list-style-type: none"> <li>• Develop positive relations</li> <li>• Work with Agencies to improve internal controls, systems and process</li> </ul>	<ul style="list-style-type: none"> <li>• Take opportunities to up-skill and develop when relevant and practical.</li> <li>• Recommend enhancements and improvements to operating procedures.</li> <li>• Develop a personal work process manual which details how various job process are carried out.</li> <li>• Apply a common-sense approach to work habits and duties.</li> <li>• Communicate any issues relating to the Treasury Division or MFEM as soon as possible to the appropriate person</li> <li>• Ensure a high level of customer service when dealing with all parties.</li> <li>• Ensure confidentiality of all information.</li> <li>• Visit/ liaise with the agencies as necessary to ensure they receive training and other relevant assistance with day to day operations.</li> </ul>



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 – Critically important for the position to be time bound by prioritising work to meet deadlines but also to ensure payments and receipts are processed and reconciled in a timely manner.
2	Problem Solving – The position is required to be creative in instances where there are urgent matters to be attended to. The position needs to also provide efficient and effective solutions to stakeholders to ensure problems are resolved within the requirements of policies and procedures. How would you go about transferring budget items etc.
3	Technical skills and Initiative – The position needs to understand and be well versed with the Cook Islands Financial Policies and Procedures manual, critically aware of internal control best practices and the working environment of the banks and financial institutions.
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 Negotiation and change management within agencies
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, staff development and meeting financial obligations
Other MFEM Staff - Tax, Statistics & Aid	Light	Communication on ROBOCs deposit, making payments on behalf of MFEM.
Other Government Agencies	Medium	Communication and support on Capital payments, POBOCs, ROBOCs.

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 business or equivalent;</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate qualification in relevant field.</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>1 - 3 years' experience in a finance management or administrative role would be expected.</p> <p>Computer literate with good working knowledge of Microsoft Word, Excel and Microsoft Access or equivalent;</p> <p>Good demonstrated problem-solving skills and Good analytical skills;</p> <p>Good Communication skills – both written and oral, and good standard of written and spoken English.</p> <p>Good Time management skills – multitasking and completing tasks on time;</p> <p>Discretion, tact and diplomacy in handling sensitive information</p> <p>Ability to work productively in a team environment.</p>	<p>3+ years' experience and understanding Public Sector processes and the functions of Government;</p> <p>Understanding of the MFEM Act and the Cook Islands Government Financial Policies &amp; Procedures Manual;</p> <p>Knowledge of IPSAS and IFRS accounting standards;</p>

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

<b>Level of ability required for the job</b>	
<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)
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**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