

FIJIAN ELECTIONS OFFICE

JOB DESCRIPTION: FINANCIAL CONTROLLER (C1/2019)

CORPORATE INFORMATION

1. Position Level: Manager (Ongoing, Core HQ Staff)
2. Salary Range: FJ\$55,000 to FJ\$80,000 per annum.
3. Duty Station: Suva, limited travel to provinces and districts required.
4. Reporting Responsibilities;
 - a) **Reports to:** Director, Corporate Services
 - b) **Liases with:** Electoral Commission, Suppliers, Banks, FEO staff
 - c) **Subordinates:** Finance Officers, Administration Assistants

POSITION PURPOSE

This position is responsible for ensuring that the FEO records, budget and expenditure are managed in accordance with legislative requirements, FEO policy and to meet operational needs.

KEY DUTIES

This position will achieve its purpose through the following key duties. Working through staff, in accordance with legislative requirements and to meet the operational needs of the FEO:

1. Manage and motivate the staff of the Finance and Records Department to ensure that key deadlines are met;
2. Ensure that the budget is prepared in consultation with all areas of the FEO and executed in accordance with planned timelines and legislated requirements;
3. Develop, implement, review and improve policy and procedures to ensure accurate and effective record keeping in the FEO;
4. Develop, implement, review and improve policy and procedures to ensure accurate and effective financial management for the FEO;
5. Ensure that all financial and administrative records are kept in accordance with legal and policy requirements;
6. Develop and implement practices to prevent corruption in the FEO;
7. Provide training to all staff of the FEO on financial administration legislative and policy requirements including anti-corruption requirements;
8. Provide input to relevant sections of the corporate and operational plans.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Budget developed and executed with reports provided to Senior Management on progress and any issues;
2. All financial commitments processed in accordance with legislation, policy and procedures;

3. Finance and Record keeping policies and procedures developed, implemented, monitored and reviewed.

PERSON SPECIFICATION

The Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 5 years (post qualification, supervisory level) experience managing a Finance and Administration department in a complex corporate environment;
2. High level knowledge of public financial management requirements, including budgeting and expenditure within public sector legislation and policy;
3. Practical knowledge of anti-corruption approaches and methods;
4. Knowledge of Electoral Systems and the support mechanisms required to ensure their success;
5. Understanding of the Fijian Constitution (2013) and applicable finance and labour laws of Fiji;
6. Understanding of teams and how to build and maintain high performing teams.

Qualification

University Degree in either Accounting or Financial Management. Post Graduate qualifications in relevant field or member of FIA, CPA Australia or other internationally recognised accounting body would be highly regarded.

Skills and Abilities

1. Demonstrated ability to manage and motivate staff at different levels and from different backgrounds and experience;
2. Demonstrated ability to provide clear and concise instructions to staff to motivate and enable them to meet tight and immovable deadlines;
3. Demonstrated ability to explain financial management requirements and timelines to management and non-finance staff;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Capacity to utilise computer programs to support the operations of complex organisation;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Political Neutrality

All applicants for employment in the Fijian Elections Office (FEO) must be in sound health, with a clear police record and be politically neutral. The successful applicant will be required to provide a police clearance report.

The Fijian Elections Office (FEO) operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the FEO and cannot be considered for employment.