**TERMS OF REFERENCE – MANAGER FINANCE**

**Job Identification**

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| Job Reference: |  |
| Job Title: | Finance Manager |
| Work Unit: | Finance Section |
| Responsible To: | Director Corporate Services |
| Responsible For: | To provide efficient and effective operational and strategic management of the Agency’s financial resources. This includes the provision of accurate information and advice to the Senior Executive and Divisional and program managers. The Manager Finance must ensure financial resources are identified, managed, reported upon and audited in timely and transparent fashion and in compliance with agreed procedures and regulations. Effective communication between the Finance Team and the Senior Executive and staff.  The Agency currently operates an Annual Work Program and Budget exceeding USD 30 million and is also responsible for the management and distribution substantial additional funding including under the US Treaty on Fisheries.  Supervises approximately 10 staff |
| Job Purpose: | The primary purpose of this position is to manage the financial, budgetary and accounting functions of the Agency and to provide detailed budgetary and financial management information and advice to the Senior Executive. In liaison with senior staff, the incumbent will work closely with Division Directors in the management and planning of program resources and ensure correct procurement procedures are adopted and operational. The incumbent will also oversee the operation of the Technology One (F1) financial management system and the management of the Finance Team which includes a Management Account and a Financial Accountant. |
| Date: | October 2018 |

High-Level Direction

**Organisational Context**

**Key Result Areas**

The job encompasses the following major functions or Key Result Areas:

1. Provision of Effective Financial Management and Policy Advice
2. Effective Co-Ordination of the Budget Planning Process and Budget Compilation
3. Effective Budget Monitoring and Reporting
4. Effective Internal Communication with Leadership and Management of the Finance Section
5. Effective Management of the Financial Management System (Technology One).
6. Effective networking, including with Financial and Audit institutions.

**The performance requirements of the Key Result Areas are broadly described below:**

| **Jobholder is accountable for:** | **Jobholder is successful when:** |
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| 1. **Provision of Effective Financial Management and Policy Advice**  * Lead the updating of accounting policies and administer approved FFA accounting procedures in line with International Public Sector Accounting Standards (IPSAS) * Ensure accounting and practices and financial reports reflect accurately all financial transactions undertaken. * Assist the Director Corporate Services to provide regular advice to the Senior Executive on financial management and operating outcomes and policies. * Review and maintain financial guidelines, instructions and documentation for financial processes, systems and activities within the FFA. * Assist in the provision of financial reports required by donors | * Accounting policies are consistent with IPSAS and best practice standards, and are clear and correctly applied. * Timely analysis and reporting underpins effective decision-making regarding the deployment of resources. * Advice is relevant and accepted by executive and management. * The FFA’s Financial Regulations, Financial Procedures Manual, relevant areas of the Corporate Governance Manual and relevant operating procedures are kept up-to-date, accessible and utilised across the Agency. * Accurate financial reports to donors are provided on time |
| 1. **Effective co-ordination of the budget planning process and budget compilation**  * Coordinate the development and compilation of the Agency’s annual budgets in collaboration with Divisional Directors and Managers including providing training and technical assistance in the use of the F1 software. * Assist the Director Corporate Services in relation to the preparation of the Annual Work Programme and Budget, the Revised Budget and the proactive management of donor funding agreements. * Assist the DCS in overseeing the development, compilation and analysis of FFA short-term and long-term financial management planning, strategies and related financial performance indicators. | * Timely compilation of the Agency’s Annual Work Programme and Budget and the annual Revised Budget with evidence of prioritised and effective resource management. * Clear linkages of Statement of Intent to yearly budget activities evident. * Divisional Directors and Senior Management express confidence in the effectiveness, timeliness and accuracy of financial management and can link this to program performance. |
| 1. **Effective Budget Monitoring and Reporting**  * Monitor the financial performance of FFA and its outputs, and provide relevant and timely financial information and reports to managers. * Provide weekly, monthly and quarterly financial reports of Output/Divisional budget expenditure. * Prepare donor financial reports and assist the DCS in liaising with donors regarding program outcomes and related financial reporting. * Draft papers for FFC and Audit Committee required in May and July each year. | * High quality and timely Weekly and Monthly financial reports and advice received by Managers, with minimum requirement for correction or clarification. * Carry-forwards and surplus funds are identified and reallocated to priority activities in timely fashion. * Spending is monitored and reported effectively against performance. * Meeting papers are timely, clear and demonstrate professionalism. |

| **Jobholder is accountable for** | **Jobholder is successful when** |
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| 1. **Effective Internal Communication and Leadership and Management of the Finance Section**   (a) **Financial and Accounting Services**   * Communicating effectively, both orally and in writing, with Senior Management and operational divisions on all aspects of the Agency’s financial management requirements. * Supervise and manage two senior managers and ensure effective delegation of workloads and performance management for all Finance Team staff. * Prepare year-end financial statements and schedules for audit and liaise with the Internal and External Auditors as required. * Ensures Agency practices meet required local taxation and related legislated requirements. * Ensure up-to-date procurement procedures are promulgated and implemented. * Administer the banking, cash transactions and investment of surplus funds to achieve optimal business outcomes while minimising risk, including through effective foreign exchange policies and practices. * Manage the Agency’s Chart of Accounts and Fixed Assets Register.   **(b) Performance Management and Gender**   * Conduct annual staff appraisals and make recommendations on performance outcomes. * Contribute actively to Agency-wide evaluation of individual and corporate performance. * Identify relevant training and development opportunities for finance staff and provide financial training for all FFA staff where required. * Develop performance standards and monitor and report on the performance of the finance section. * Implement relevant activities and promote work habits consistent with the FFA’s Gender Equity Framework.   **(c ) Planning and Budgeting**   * Contributing to the Statement of Intent and the Annual Report and other key accountability documents. * Provide key contributions to the Corporate Services Division annual work program. | * Effective and timely communication with DG, DDG DCS and other Divisional Directors and senior staff. * Effective and efficient administration of agency’s finance and assets portfolio. * Positive feedback from key internal and external stakeholders. * Unqualified audit report from external auditors with minimal remedial actions. * Correct advice and action on Solomon Islands taxation issues. * FFA Assets effectively accounted for. * Procurement procedures meet all policy requirements and pass audit examination. * Cashflows prudently predicted and managed with investment of surplus funds to minimise risk and optimise returns. * Annual Individual Performance Agreements in place and sustained. * Material contribution made to agency assessments and budgetary documentation. * Strong client focus evident. * Staff appropriately trained and managed. * Gender considerations actively identified and advanced with Finance team in support of Agency-wide policies and initiatives. * Timely contribution to the development and submission of   + AWPB   + SOI   + Annual report   + CSD Work Plans * CSD Work Plan endorsed by Senior Executive. |
| 1. **Maintain the Financial Management System (Technology One)**  * Work closely with the Management Account and the Financial Accountant in the deployment, operation and upgrade (where required) of the Technology One (F1) financial management and budgetary systems deployed. * Identify and expedite internal and external training requirement on systems as required. * Identify ways in which deployed systems can further enhance the efficiency and effectiveness of the Agency’s operations. * Identify new financial management IT investments | * Financial and budgetary systems have strong uptake with clear evidence of their contribution to effective management and decision-making * Training opportunities identified and advanced for all relevant staff each year * Evidence if proactive systems utilisation and enhancement in the ongoing improvement of the Agency’s business practices. |
| **6. Maintain effective networking relationships**   * Maintain effective networks with financial institutions. * Maintain effective relationships with external donor * Maintain effective networks with Internal and External auditors. * Maintain professional networks with service providers. * Work closely with the Director of Corporate Services and support the broader CSD agenda. | * FFA interests are effectively maintained with all external stakeholders including banks, auditors and IT providers. * Timely opportunities taken to promote reform of current institutional relationships and processes to improve the efficiency and effectiveness of Agency operations. * Sustained and positive feedback form the DCS and Senior Executive. |

**Note**

The above performance standards are provided **as a guide only**. The precise performance measures for this position will be subject for review between the successful applicant and the Director Corporate Services with the Annual Performance Agreement processes.

**Work Complexity**

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| The most challenging duties typically undertaken:   * Provision of timely financial and budgetary policy and management advice * Communicating effectively on financial procedures, processes and outcomes * Preparation and compilation of accurate annual accounts to strict deadlines * Coordination of the AWPB (the budget) to meet deadlines * Overseeing the management of different funds and currencies to minimise risk and optimise returns. * Acting on occasion for the Director of Corporate Services and in other senior roles |

**Functional Relationships**

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| **Key Internal and/or External contacts** | **Nature of contact most typical** |
| ***External***   * FFC, Audit Committee and Members * FFA Creditors * External Auditors * Donors * Banks - local and international | * Audited Financial reports * Annual Work Plan and Budget * Statement of Intent * Supplementary and Revised Budget * Financial advice * Account queries and problem-solving * Governance |
| ***Internal***   * DG, DDG. DCS and Senior managers * Internal Auditor * US Treaty Manager * All Staff | * Providing accurate and timely advice and information for effective decision-making. * Advice on current program fund levels and transactions. * Facilitate and process all procurements and payments and trouble-shoot difficult matters. * Deployment of financial resources to overseas meetings and stakeholders. * Advice and support on policies, practices and procedures, including on procurement and governance |

**Level of Authority**

**The jobholder is responsible**

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| * Approval of transactions for payment up to USD $10,000 * Signing of cheques – authority limit $100,000 * Approving of petty cash up to SBD 250 per transaction * Authority granted for Manager Finance Position - Responsible for Internal controls * Receiver of FFA monies * Managing up to 12 staff or as required |

Person Specification / Selection Criteria

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| **Essential Requirements** |
| Qualifications:   * Degree in Accounting, Finance or similar discipline * Current membership of a recognised professional accounting body as a professionally qualified accountant. (CPA or Chartered Accountant).   Experience:   * At least 5 years senior level financial and management accounting experience with at least 3 years IPSAS application * At least 5 years’ experience in the preparation of annual budgets for an organisation similar in size to FFA * At least 5 years hands-on experience in the preparation of financial and statutory reports for audit. * At least 5 years’ experience in the development and administration of financial policies and procedures. * Proven experience in training and development of staff in accounting and finance.   Skills:   * High level written and oral communication skills * Demonstrated high level skills in the use of financial management information systems, preferably Technology One (F1) or equivalent. * Proficient in Microsoft Office Excel spreadsheet and Word * Demonstrated interpersonal skills and ability to engage effectively in a diverse workplace with respect for gender principles and practices. |
| **Desirable** |
| * Understanding of funding arrangements for regional organisations * Ability to work effectively in difficult conditions and able to meet deadlines |

**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

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| Expert Level | * Ability to manage, organise and coordinate multiple functions, work-flows and staff to meet objectives, outputs and deadlines. * Highly developed financial accounting skills. * Expert knowledge of budgetary, administrative, financial management and accounting policies and procedures suitable for FFA requirements. |
| Advanced Level | * Able to communicate and advocate effectively. * Ability to lead and supervise staff directly and indirectly (supervisory skills). * Good planning and administrative skills. * Ability to interpret legislation, policies, regulations and instructions, and to apply them in the workplace. * Sound analytical skills. * Good judgement. * Ability to create and maintain good working relationships and respond to Senior Executive requirements. * Good knowledge of IPSAS. |
| Working Knowledge Level | * Good representation and presentation skills. * Knowledge of commercial financial practices desirable. |
| Awareness | * FFA Strategic Plan * FFA Gender Equity Framework * FFA Treaties e.g. US Treaty on Fisheries * Donor Agreements |

# Key Behaviours

*Employees are expected to embrace and demonstrate the following Key Behaviours*

* Commitment/Personal Accountability
* Professionalism/Technical Expertise
* Teamwork
* Gender and Diversity awareness
* Customer Focus
* Effective Communication & Stakeholder Management
* Leadership
* Training, Coaching and Development of staff (where applicable)
* Strategic sector-wide outlook

# Personal Attributes

* Relevant Qualifications
* High-level Analytical Skills
* Sound Communication Skills
* Results orientation with strong time-management and organisational skills
* Ability to manage and work well in multi-disciplinary and multi-cultural teams.
* Ability to transfer information/knowledge to a non-technical audience
* Recognizes and responds appropriately to the ideas, interests and concerns of others
* Builds trust and engenders morale by displaying open, transparent and credible behaviour
* Respects gender and cultural differences
* Embraces diversity to foster teamwork and enhanced outcomes
* Ensures understanding and engagement with change processes.

**Change to Job Description:**

It may be necessary to consider changes in the job description in response to FFC instructions and decisions, annual work priorities, technological requirements or statutory changes. This Job Description may also be reviewed as part of the annual performance cycle.