**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, budgetary and strategic management of the Agency’s financial resources. This includes the provision of information and advice to ensure resources are planned, managed, audited and reported upon in timely and transparent fashion. The Agency currently operates a complex Annual Budget approaching USD 30 million and is responsible for the management and distribution other revenues approaching USD 80 million.  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 financial management system and the management of the Finance Team which includes a senior Management Account and a senior Financial Accountant. |
| Date: | March 2017 |

High-Level Direction

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| The incumbent requires a sound understanding of the policy guidance within the FFA Convention (1979), the FFA Strategic Plan 2014 – 2020 and the Roadmap for Sustainable Pacific Fisheries. A strong engagement with the FFA’s three-year rolling Statement of Intent is required especially in formulating the Annual Work Program and Budget (AWPB) and the Revised Budget each year. The incumbent is expected to quickly acquire a detailed working knowledge of the FFA’s Financial Regulations (updated November 2016), the FFA Corporate Governance Policy (December 2016), FFA’s Financial Procedures manual (2017), FFA’s Gender Equity Framework, Staff Regulations and other key policy documents. |

**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 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 development 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 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 FFA Budgeting 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 SOI 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. | * High quality financial reports and advice received by Managers. * Carry-forwards and surplus funds are re-allocated to priority activities in timely fashion. * Spending is monitored and reported against performance with clarity and in ways the meet member and stakeholder expectations. * Meeting papers are timely, clear and demonstrate professionalism. |

| **Jobholder is accountable for** | **Jobholder is successful when** |
| --- | --- |
| 1. **Effective Leadership and Management of the Finance Section**   (a) **Financial and Accounting Services**   * Supervise and manage finance and accounting staff including delegation of work, recruitment and performance management for staff. * Ensure the Agency’s accounts are fully consistent with the International Public Sector Accounting Standards (IPSAS) * Prepare year-end financial statements and schedules for audit and liaise with the external Auditor as required. * Ensures Agency practices meet required local taxation and related legislated requirements. * Supervise the operation of the financial management system. * Ensure up-to-date procurement procedures are adopted and operationalised. * Administer the banking, cash transactions and investment of surplus funds to achieve business objectives. * Implement timely and effective foreign exchange policies and practices. * Manage the Agency’s Chart of Accounts * Maintain the Agency’s 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**   * Assist substantively in the development of the Agency’s Annual Work Programme and Budget including; write up for the section’s contribution to the Statement of Intent and the Annual Report * Provide key contributions to the Corporate Services Division annual work program. | * Effective and efficient administration of agency’s finance and assets portfolio. * Finance unit achieves its annual work programme and activities. * Strong focus on effective client service and timely stakeholder engagement. * Receives unqualified audit report from external auditors aligned with IPSAS requirements. * Timely advice and action on Solomon Islands taxation issues. * FFA Assets effectively safeguarded. * Sound financial management information systems in place. * Procurement procedures are meet all policy requirements and pass audit examination. * Cashflows prudently managed. * Foreign exchange and investments of surplus funds managed prudently to minimise risk and promote budgetary certainty. * Annual Staff Performance Agreements in place and sustained. * Material contribution made to agency assessments and budgetary documentation. * Strong client focus and timely provision of financial support services evident. * Staff appropriately managed with career opportunities identified and rotation of duties evident. * 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 accepted by Senior Executive with evidence of effective resource utilisation. |
| 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 Tech One Finance 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. | * Financial and budgetary systems are operating effectively 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 and internal auditors. * Maintain professional networks with service providers. | * FFA interests are effectively maintained with all external stakeholders including banks and IT providers. * Timely opportunities taken to promote reform of current institutional relationships and processes to improve the efficiency and effectiveness of Agency operations. |

**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:   * Preparation and compilation of annual accounts to strict deadlines * Coordination of the Annual budget to meet deadlines * Provision of timely financial and budgetary management advice * Acting for the Director of Corporate Services * Overseeing the management of different funds and currencies. * Managing Investments to reduce risk, promote surety and optimise returns. |

**Functional Relationships**

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| **Key Internal and/or External contacts** | **Nature of contact most typical** |
| ***External***   * FFC and Members * FFA Creditors * External Auditors * Donors * Member Countries * 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 |
| ***Internal***   * Executive Management * Directors * Internal Auditor * US Treaty Manager * All Staff | * Providing timely advice and information for effective decision-making. * Advice on current program fund levels and transactions. * Facilitate and process all procurements and payments. * Deployment of financial resources to overseas meetings and stakeholders. * Advice and support on policies, practices and procedures, including on procurement. |

**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:   * Demonstrated high level skills in the use of financial management information systems * Proficient in Microsoft Office suite especially in spreadsheet and word-processing programs * High level oral and written communication skills * Demonstrated interpersonal skills and ability to engage effectively in a multicultural workplace |
| **Desirable** |
| Good working knowledge of Finance One or other Accounting systems  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. * High-level oral and sound written communication skills in English. * Expert knowledge of budgetary, administrative, financial management and accounting policies and procedures and of FFA requirements. |
| Advanced Level | * Ability to lead and supervise staff directly and indirectly (supervisory skills). * Good planning skills. * Sound administrative skills. * Ability to interpret legislation, policies, regulations and instructions, and to apply them in the workplace. * Ability to develop and write policies, procedures and instructions. * Sound analytical skills. * Good judgement. * Strong interpersonal skills. * Ability to create and maintain good working relationships. * Good knowledge of current international accounting and auditing standards and practices and developments in financial accounting and financial management. |
| Working Knowledge Level | * Good representation and presentation skills. * Good training 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 * The special programs of the agency that require specific financial accounting and management arrangements |

**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
* High-level 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.