



**DEPARTMENT OF LEGISLATURE
CORPORATE SERVICES DIVISION**



JOB DESCRIPTION: MANAGER FINANCE

CORPORATE INFORMATION

1. Position Level: Band I
2. Annual Salary: \$43,296.63 - \$55, 508.50
3. Duty Station: Government Buildings, Suva
4. **Reporting Responsibilities:**
 - a. Reports To: HAFIT
 - b. Liaises with: Internal (HS, SGP, DSG, MP's and Staff) and External Stakeholders (relevant agencies, Suppliers & Vendors)
 - c. Subordinates: SFO/FO/AFOS/AFOP/PO

POSITION PURPOSE

The position provides lead financial guidance and support services to Executive Management and relevant stakeholder to make sound business decisions in the long and short term. The position ensures financial health of the Department through the development of appropriate financial strategies, controls and production of financial reports based on best practice standards stipulated in the financial policies and legislations.

KEY RESPONSIBILITIES

1. Effective, efficient and prudent management and coordination of the Department's allocated budget.
2. Ensure the provision of quality and professional financial advice, insightful information and expectations to senior executives to aid in long-term and short-term decision making.
3. Ensure the Department's compliance to standard rules and regulations in the Finance Instructions, Procurement Regulation, General Orders and subsequent policies;
4. Monitor the Departments financial status and performance to identify areas for potential improvement and seek out methods for minimizing financial risks;
5. Ensure that the relevant financial policies, plans and manuals are reviewed and maintained regularly.
6. Manage, supervise and monitor the staff of the Unit to enable the delivery of the Unit's services and key accountabilities as outlined in the operation plan.
7. Actively contribute to all corporate requirements of the department, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

1. All financial transactions are implemented in compliance with relevant policy guidelines and legislations and within agreed timeframes;
2. All financial advice provided to Executive Management, Members of Parliament and secretariat are accurate, reliable, and within agreed timeframes and stipulated policies and legislations;
3. All Unit outputs achieved and reported are of high quality, within agreed timeframes and meets all expected requirements and standards;

4. All other corporate requirements are delivered within agreed timeframes and standard instructions.

PERSON SPECIFICATION

Essential Qualification: Undergraduate Degree in Accounting/Economics/Commerce and Management & Public Administration or equivalent from a recognized institute with relevant work experience.

Knowledge and Experience

1. At least 5 years of relevant work experience on similar supervisory roles;
2. Understanding of the Constitution and applicability to public sector financial policies and procedures;
3. Practical working knowledge of Budget process, Finance Management Information System and Financial reporting with Microsoft Office Suite in particular Word, Excel, PowerPoint.

Skills and Abilities

1. Ability to influence others to achieve set goals, develop innovative ideas, build strong relationships, promotes ethical behavior and impartiality;
2. Demonstrate ability to establishing a course of action for self and team to accomplish specific goals with appropriate allocation of resources;
3. Demonstrate ability to integrate with other functional units to accomplish organizational goals and objectives of the organization or team;
4. Excellent verbal and written communication expressing ideas clearly, and public relations skills;
5. Demonstrate stable performance when under pressure and motivate team to be result oriented;
6. Ability to make firm decisions based on knowledge and good judgment;
7. Ability to solve complex situations by using a logical, systematic, sequential approach with constructive thinking;
8. Ability to demonstrate support for innovation, and motivate Team Finance to implement and successfully manage organizational change.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Department of Legislature 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 Department of Legislature and cannot be considered for employment.

All applicants for employment in the Department of Legislature must be under the age of 55, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate, COVID-19 vaccination/exemption evidence and police clearance prior to taking up duty.

The Department of Legislature is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.

Advisory on COVID-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from COVID-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.