



JOB TITLE: SENIOR FINANCE OFFICER

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$37,434.18 - \$47,684.02
3. Duty Station: Parliament, Suva

4. Reporting Responsibilities:

a. **Reports To:** Manager Finance

b. **Liaises with:** .

Internal – Head of Divisions, Parliamentary Staff, Office of the Deputy Secretary-General to Parliament, Office of the Secretary-General to Parliament, Office of the Hon. Speaker of Parliament, Members of the Parliament and Political Parties Caucus Officials.

External – Ministry of Finance, relevant Government Departments/Ministries, Private Sectors, and Public.

c. **Subordinates:** Finance Officer, Assistant Finance Officer (2), Procurement Officer & Stores Officer.

POSITION PURPOSE

The Senior Finance Officer plays a critical role in supporting and advising on the financial operations and administration of the Finance Unit, procurement, and inventory management. This position is responsible for ensuring adherence to financial regulations, maintaining effective internal controls, managing cash flow, and delivering efficient financial outcomes. The role is integral to promoting sound financial practices within the organization.

KEY RESPONSIBILITIES

1. Oversee Finance Unit staff to ensure key deadlines and expected outputs are achieved. This includes providing guidance and support to staff, fostering a collaborative and productive work environment, conducting performance evaluations, and identifying training needs to enhance team capabilities. The Senior Finance Officer is responsible for ensuring that the team operates efficiently and effectively, meeting all financial obligations and maintaining high standards of service delivery.
2. Facilitate all financial transactions, ensuring they are processed accurately and efficiently. This involves implementing and maintaining internal controls to safeguard assets and ensure compliance with governing regulations. The Senior Finance Officer prepares and submits monthly reconciliations for Drawing Accounts, Imprest Account, and Visa Card Account to the Ministry of Finance. Additionally, they manage and monitor daily and monthly cash flow to ensure the smooth operation of financial transactions within the Parliament. Developing and implementing financial policies and procedures to enhance operational efficiency is also a key part of this responsibility.
3. Coordinate and facilitate internal and external audits of the Parliament, addressing audit issues promptly and implementing corrective actions to ensure compliance. The Senior Finance Officer maintains an up-to-date knowledge of financial regulations and ensures the Parliament's financial practices adhere to these standards. They prepare audit responses and follow up on audit recommendations to minimize audit findings. This role is crucial in maintaining the integrity and transparency of Parliament's financial operations.

4. Actively contributes to the Parliament's corporate requirements, including providing financial advice, procurement, and stock control. The Senior Finance Officer participates in the board of survey, contract management, budgeting, and reporting processes. They engage in corporate social activities and initiatives to support the Parliament's broader objectives. Collaboration with other departments is essential to ensure integrated and cohesive financial management, contributing to the overall success and efficiency of Parliament's operations.

KEY PERFORMANCE INDICATORS

1. Effective management and monitoring of finance staff, financial systems, and processes to achieve planned outputs within the given timeframe.
2. Timely facilitation of all financial requests, reconciliations, cash flows, payments, and asset management in compliance with relevant policy guidelines and legislation.
3. Successful coordination of all audits, ensuring compliance with established systems and processes. Reduction in audit issues through the implementation of effective internal controls and compliance measures.
4. Delivery of all corporate requirements within agreed timeframes and standards.
5. Provision of accurate and timely financial advice and support to management and other stakeholders. Active participation in corporate social activities and initiatives, contributing to Parliament's overall goals.

PERSON SPECIFICATION

Essential Qualification:

An Undergraduate Degree in Accounting/Economic/Commerce, or a related field from a recognized institute with at least 5 years of relevant work experience, the following knowledge, experience, skills and abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 5-7 years of relevant work experience as supervisor in the finance sector.
2. Good understanding of all the legislative and policy frameworks that govern the area of finance and budgeting.
3. Sound Practical working knowledge of Budget process, Finance Management Information System and Financial reporting.
4. A good working knowledge in Microsoft Office Suite and in particular Word, Excel, PowerPoint; and
5. Understanding of the Fijian Constitution and applicability to public sector financial policies and procedures.

Skills and Abilities

1. Possess a strong understanding of financial management principles, budgeting, and financial reporting, with proficiency in financial management information systems and software, including Microsoft Office Suite.
2. Demonstrate the ability to analyze financial data, identify trends, and make informed decisions, coupled with strong problem-solving skills to address financial issues and implement effective solutions.

3. Proven ability to supervise and manage a team, ensuring high performance and productivity, while providing guidance, support, and training to staff in a collaborative work environment.
4. In-depth knowledge of legislative and policy frameworks governing finance and budgeting, with the ability to implement and maintain internal controls to ensure compliance and safeguard assets.
5. Excellent verbal and written communication skills to effectively convey financial information and advice, along with strong interpersonal skills to build and maintain relationships with management, MPs, staff, and external parties.
6. Exceptional time management skills to handle multiple priorities and meet deadlines, combined with strong organizational skills to manage financial operations and ensure efficient workflow.
7. Experience in coordinating and facilitating audits, addressing audit issues, and ensuring compliance, with the ability to prepare audit responses and follow up on recommendations to minimize audit findings.
8. Ability to work under minimal supervision and deliver on set objectives within given deadlines, with a proactive approach to identifying and implementing improvements in financial processes and systems.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of Fiji 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 Parliament of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police and medical clearance report.

The Parliament of Fiji 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.