



## JOB DESCRIPTION

**Position:** Chief Financial Officer

**Location of position:** Suva

**Reporting to:** Chief Executive Officer

**Specific accountabilities:** As follows

### *Objective*

As a member of the senior management team, this role provides leadership to adverse portfolio of functions including Finance, Business Administration and Commercial; to implement initiatives that support the timely delivery of reliable and cost effective of these services.

Ensure the effective management of the Finance, Business Administration and the Commercial teams to ensure the delivery of best value quality services, effective forward planning, meeting of objectives, management of priorities and the appropriate delegation of responsibilities.

### *Financial Management*

- Accountability for all money payable by or to the Authority (including payroll);
- The provision and maintenance of an 'always- up-to- date', complete and correct Asset Register;
- Regular updating of the replacement value, depreciated replacement value, and annual depreciation provision information relating to the assets;
- Cash flow requirements carefully identified to ensure funds available when required. (No complaints from contractors or other suppliers because their accounts haven't been paid when due);
- Primary responsibility for preparation, regular review and annual updating of the Financial Management Manual (Green Book).
- Participate in key decisions as a member of the executive management team
- Maintain in-depth relations with all members of the management team
- Manage the accounting, human resources, investor relations, legal, tax, and treasury departments
- Oversee the company's transaction processing systems
- Implement operational best practices



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## **Reporting**

- Prompt financial input into the Asset Management Policy, Asset Management Strategy, Asset Management Plan, Corporate Plan and SOI.
- Primary responsibility for preparation of the Half Yearly Report and Annual Report (including the achievement of an unqualified Annual Report each year and its adoption by the appointed Authority and submission to the Minister by not later than four months after end of the year each year).
- The prompt provision of regular financial reports in a form that the recipients (at all levels) can easily interpret and understand – including regular reporting throughout the year of the ‘results to date’ against the financial targets listed in the Asset Management Plan, Corporate Plan and SOI.
- The prompt provision of complete and accurate financial information for inclusion in the CEO’s monthly report to the appointed Authority.
- Report financial results to the board of directors

## **Risk Management**

- Understand and mitigate key elements of the company's risk profile
- Construct and monitor reliable control systems
- Ensure that record keeping meets the requirements of auditors and government agencies
- Report risk issues to the audit committee of the board of directors
- Maintain relations with external auditors and investigate their findings and recommendations

## **EXIM Banks and ADB Funded Projects**

Obtain a full understanding of all of the requirements of the EXIM Banks and the ADB and ensure full compliance on time (especially the necessity to submit an audited report to the ADB promptly after the close of the financial year).

## **Funding Sources**

Identification of potential alternative sources of funding.

## **Compliance**

Regular ‘spot internal audits’ to ensure all of the Authority’s financial requirements are being satisfactorily met (including but not limited to being satisfied;

- that all revenue due to the Authority is being properly and satisfactorily accounted for when due;
- that the Authority’s financial delegations are being fully complied with; and
- that accounts for payment are being authorized and processed in the required manner.



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Primary responsibility for ensuring all matters mentioned in the following sections of the Financial Management Manual (Green Book) are satisfactorily complied with:

- Financial Delegations
- Creditor Payments
- Cheques Signing/Electronic Payment Authorities
- Sensitive Expenditure (Including Credit Cards)
- Financial Operations & Accounting Policies
- Accountability – Reporting Results

## **Audit**

Ensure matters raised by the Authority's auditors management letters following the general audit and the separate ADB audit (and any other audits) are promptly, comprehensively responded to and:

- any significant matters are reported to the Board; and
- Following provision of the response any action required is promptly taken (nothing having to be revised by Audit subsequently to the effect that any proposed action hasn't been taken).

## **COMMON ACCOUNTABILITIES**

### **Compliance**

- Ensure that all actions of the Authority and its Contractors and other agents are at all times within the law;
- Ensure that all actions are within such powers as may have been delegated by the Authority.
- Compliance at all times with the Authority's Financial Management Manual (Green Book), Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make;
- Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

### **Emergency Management**

- Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to, a Business Continuity Plan and an Operations Recovery Plan.

### **Organizational Performance**

- Promptly furnish complete and accurate financial and non-financial performance results (against such of the performance targets listed in the Asset Management Plan, Corporate Plan and SOI as they relate to the Officer's particular area of responsibility) whenever required – but especially for updates of the Asset Management Policy, Asset Management Strategy, Asset Management Plan, Corporate Plan, and SOI and for the regular progress reports throughout the year, the Half Yearly Report and the Annual Report.



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Note: A named position will be allocated responsibility for each performance target.

## ***General Management***

- In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option;
- In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity;
- Protection of the Authority's intellectual property rights;
- Protection of the Authority's reputation;
- Good public relations.

## ***Additional Responsibilities***

Such additional functions and duties as the CFO may from time to time require.

## ***Personal Performance***

- The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities within 3 month after the year end each year following submission of the Annual Report to the Minister
- The Chief Financial Officer will be appraised by the Chief Executive Officer.

## ***Mandatory Requirements***

- Masters in Accounting & Financial Management;
- Minimum 10 years' progressive experience in Accounting & Financial Management of which at least 5 years has been spent in a managerial role;
- Value for money;
- Technical capacity, Problem solving and analysis;
- Strategic thinking;
- Political nous and strong business acumen;
- Communication proficiency;
- Foster and cultivate business opportunities and partnerships;
- Ethical conduct and credibility;
- Leadership;
- Performance management.