

JOB DESCRIPTION

Job Title:	Team Leader Finance
Department:	Finance & Administration
Group / Team:	Finance
Responsible To:	Manager Finance & Administration
Salary Band	\$28,903 - \$43,355
Responsible For: (Total number of staff)	2
Job Purpose:	<p>The Team Leader Team Leader Finance is responsible for the following:</p> <ul style="list-style-type: none"> • Assist in the performance and maintenance of the financial operations of the Corporation. • The day-to-day accounting activities and reporting requirements. • Provide support and assistance to junior staff members in accordance with best practice and procedures. • The ability to participate in the implementation of change processes and practices to improve the quality of the customer experience. • Recommend ideas, systems, or processes to improve the effectiveness of your role and/or the team. • Undertake professional development activities as required that are relevant to the position.
Date:	

Organisation Context



Key Relationships

<p>External</p> <ul style="list-style-type: none"> ▪ Financial Institutions. ▪ Regulators ▪ Internal/External Auditors 	<p>Purpose of contact with this person/s</p> <ul style="list-style-type: none"> ▪ Bank & Investment ▪ Accounting Standard Operation Procedures ▪ Audit queries
<p>Internal</p> <ul style="list-style-type: none"> ▪ CEO ▪ Management ▪ Staff 	<ul style="list-style-type: none"> ▪ Reporting ▪ Financial Management ▪ Compliance with the Accounting Policies and Procedures

Key Result Areas / Key Achievement Areas

The position of **Team Leader Finance** encompasses the following major functions or Key Result Areas.

Jobholder is responsible for	Jobholder is successful when
Is Accountable for	And is Successful when
<p>Overall Maintenance of Trust Account – Ledgers</p> <ul style="list-style-type: none"> • Daily verification of Client transactions. • Reconciling source documents daily with cashbooks and General Journals. • Verifying cashbook and journal transaction posting. • Ensuring that transactions are correctly posted to allocated accounts. • Making certain that errors in posting/account allocation are corrected via intra account journals. • Ensuring that the Public Trustee Common Fund/Mortgage and Minor Beneficiary accounts and current accounts are reconciled daily. • Identifying and updating transactions affecting common fund investment/mortgage investment/minor beneficiaries' investment through individual investment accounts. • Reconciling current account transactions with bank statements. • Verify Journals prepared by Finance Officer which are to be passed in the system. • Ensuring that current account bank debits/direct deposits and direct credits are adjusted in Public Trustee Books via Journals and issue of receipts. 	<ul style="list-style-type: none"> • Accurate and timely processing in Accounting System (MYOB) & TrustSoft and production of Trust Financials are accurate.
<p>Proper Maintenance of Common Pool Funds Records & Registers</p> <ul style="list-style-type: none"> • Ensuring that income due is remitted through the various financial institutions. • Following up with financial institutions on non-payment of income through verbal and written communications. • Verifying and reconciling (on a daily basis) Trust Revenue, prior to bank lodgement. • Investigating discrepancies with Trusts Revenue with Actual Lodgements. • Ensuring that the respective investment controls registers are update (electronically) and linked to all individual investment accounts. • Making certain that the collection of revenue is made on Public Trustee equity securities investments/fixed rate term investments and minor beneficiary direct investments. • Identifying when income is due on individuals investments through daily monitoring of Public Trustee Common Fund Investment Control Register and the Minor Beneficiary Investment Register. • Daily updating of Public Trustee Common Fund Investment Control Register, Mortgage Investment Register, and minor beneficiary investment register. • Carry out annual processing of interest payments into individual Trust Accounts after the audit of the accounts. • Carry out adhoc research of the money and bond markets and other investment opportunities. 	<ul style="list-style-type: none"> • Records are updated and properly maintained accurately during reviews by MFA and cleared during Audits.

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Maintenance of the Trust Financials & Administrative Functions	
<ul style="list-style-type: none"> • Reporting on Trust account balances to the Manager Estate & Trusts on a regular basis. • Supervise the work of Trust Finance Officer and coordinate trust finance and administrative tasks accordingly. • Verifying that statement of accounts for Public Trustee Clients are correct for passing of journal and payment processing. • Ensuring that fees that are chargeable are assessed correctly and deducted from clients' accounts. • Preparing statement of accounts for deceased estates and trust monies held upon finalisation of deceased estate and in the event of minor beneficiaries attaining majority. • Calculating interest that has accrued for deceased estates/trust account that is entitlement to interest payment. • Carry out End of Day processing in TrustSoft. • Assist in the reconciliation of Trust Account G/L's. 	
Corporation – Maintenance of General Ledger accounts	
<ul style="list-style-type: none"> • Assist in the preparation of monthly general ledger reconciliations for Corporation. • Review general ledger reconciliations prepared by Finance Officers. • Assist MFA in the preparation of monthly management accounts and investment report. • Assist MFA in the preparation of annual financial statements. • Assist MFA in the preparation and lodgement of annual company income tax return. • Provide assistance in the external and internal audit • Monitoring and ensuring 100% compliance to statutory requirements. • Ensure accounting and finance risks are mitigated at all times. 	<ul style="list-style-type: none"> • The reconciliations are prepared accurately, relevant as well as being complete. • Financial reports are prepared on a timely basis. • Annual budgets are prepared within the time frame.
Budgets & Financial/Business Analysis	
<ul style="list-style-type: none"> • Assist MFA in identifying and comparing financial trends throughout the years. • Assist in the financial forecasting and monitoring of monthly budgets • Assist in the analysing and interpreting data, and identify relevant issues in solving business related problems • To assist in identifying and managing the Cash Flow through ongoing analysis of revenue and expense projections for Trust. 	<ul style="list-style-type: none"> • Budget analysis reports are provided on a timely basis as when required by the MFA.
<ul style="list-style-type: none"> • Attend to IT related issues, and work with the relevant IT companies. • Ensure that internal control environment is maintained at all times. 	<ul style="list-style-type: none"> • All IT issues are attended to without any failure by IT related companies.
<ul style="list-style-type: none"> • Any other tasks as instructed by management as and when required. 	<ul style="list-style-type: none"> • Task completed effectively and efficiently.

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Operating System	
<ul style="list-style-type: none"> • Initiate and update all status of all finance and operations tasks via FileHold • Innovate and engage with the Finance team in Contributing to the system improvements. 	<ul style="list-style-type: none"> • Tasks are initiated, updated, and assigned via FileHold on a timely manner • 100% compliance to FileHold processes and procedures (As per the SOP). • Continuous improvement in the system and SOPs to achieve the following: <ol style="list-style-type: none"> 1. Efficiency of Services 2. Quality of Services
Compliance	
<ul style="list-style-type: none"> • Compliance to all statutory requirements, SOP's, and policies and accounting standards. • Introduction of new systems and processes. 	Full compliance and adherence to ensure continuous improvements and high standard of services is provided.

Key Behaviors / Competencies

- **Supports strategic direction** through application of sound knowledge and by recognising how own work contributes to the achievement of organisational goals and business objectives.
- **Achieves results** by demonstrating knowledge of the relevant service provision and through a commitment to achieving quality outcomes within a context of changing work priorities and work tasks.
- **Supports productive working relationships** by supporting team members, developing effective relationships, and working collaboratively through day-to-day tasks and challenges. Actively listens to colleagues.
- **Displays personal drive and integrity** by taking personal responsibility for the accurate completion of work and seeking help when required. Acts professionally and supports a positive, productive work environment.
- **Communicates with influence** by maximising personal contribution strengths and focussing on clear communication and key points. Demonstrates sound written and oral communication skills in accordance with the needs of individuals or audience.
- Sound knowledge of International Financial Reporting Standards (IFRS)

Or Core Competencies

- Leadership – Competent and proven leadership skills
- Customer Service – Professional customer service and result driven
- Personal Attributes – High level of initiative and confidentiality
- Communication – Excellent written and verbal Skills
- Technology – Excellent working knowledge using systems such Customer Relations Management System (CRMS), social media, Document Management System (DMS), and other related applications.
- Integrity

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications, or equivalent level of learning through experience or key skills, attributes, or job specific competencies.

Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none">▪ Degree qualification either in Accounting or Financial Management.	<ul style="list-style-type: none">▪ Post-Graduate in Accounting▪ Member of a professional body either FIA or CPA Australia.

Knowledge / Experience

Essential <i>(Indicate years of experience required as appropriate)</i>	Desirable
<ul style="list-style-type: none">▪ 3 years' experience as an Accountant or Auditor.	<ul style="list-style-type: none">▪ 5 plus years of experience in a similar role.

Key Skills / Attributes / Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> • Financial management and analytical skills, especially in budgeting and monitoring. • Devise business data systems for data collection and reporting. • Recognise trends and assess against risks.
Advanced level	<ul style="list-style-type: none"> • High level dashboard quality reporting to Management. • Collaboration and managing relationships • Experiences and understanding various auditing techniques.
Working Knowledge	Proficient in Microsoft applications, Accounting/Trust software.
Awareness	Knowledge and understanding the functions of the Fiji Public Trustee Corporation Pte Limited/Fiji Public Trustee Act and related legislations. Sound knowledge of International Financial Reporting standards.

Change to job description

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

 Name:
 Team Leader Finance

 Date

 Name:
 Manager Finance & Administration

 Date

 Approved: Name:
 Chief Executive Officer

 Date

OTHER OPTIONS FOR JOB DESCRIPTIONS USED FOR JOB EVALUATION

Work Complexity

Most challenging duties typically undertaken, or most complex problems solved:

- Providing strong financial management leadership in an uncertain financial environment.
- Managing different stakeholder needs and expectations in a changing environment.

Freedom To Act

Guidelines available to assist job holder to make decisions e.g., policy documents, standard procedures.

- FPTCL Financial Manual
- Standard Operating Procedures
- All FPTCL Policies & Guidelines
- Relevant Acts and Legislations

Financial Responsibilities

Controls a budget Y/N

Maximum that may be spent without reference to manager _____

Jobholder can spend unbudgeted capital Y/N. Amount _____

Jobholder is responsible for committing the organisation to long-term contracts Y/N

Jobholder signs correspondence for Company Y/N