Fiji Public Trustee Corporation Pte Limited
Manager Finance & Administration
Position Description

Schedule 2

Position	**Manager Finance & Administration**
Business Unit	Finance & Administration
Location	HQ-Suva
Reports to	Chief Executive Officer
Salary Band	$38,716 - $58,075
Purpose	The Manager Finance & Administration is responsible for: • Managing the overall accounting & financial operations of the Corporation and its Estate and Trust within the Entity. • Managing the investment of Trust and Corporation funds which will require the prudent investment of funds. • Producing Monthly Management Reports with analysis of results and performance for reporting to the Board; • Preparing the annual statutory financial statements and coordinating both Internal and External Audits in accordance with mandatory statutory requirements and timelines. • Preparing annual budgets and financial planning documents for the Corporation and the Estate and Trust. • Providing business support and Financial Advice to the CEO and the board on all financial aspects that would impact on the company's operations. • Ensuring compliance with the relevant regulatory and statutory obligations such as taxation lodgments, FNPF and others as applicable to the Corporation, Estate and Trust • Carrying out Board and Corporate Secretarial services and Ministerial reporting as required by Statute. • Coordinating all of the Accounting and

	Administration functions of the Corporation amongst and between all stakeholders; both internal and external.
Team	The Team provides finance and administrative support to the core business units and other sections within the Corporation.
Background	The FPTCL provides estate administration services, Trustee services and Will Drafting and Estate planning.
Expenditure	Can approve operation expenditures as set out in the Finance Manual & Policies.
Responsibilities	Key areas of responsibilities include: **Accounting & Financial Management** • Providing accounting & financial operational services for the Corporation. • Organise and maintain an effective system of accounting. • Pro-actively advising the CEO and staff on all financial aspects that would impact on the company's operations. • Developing, interpreting, coordinating and communicating policies on finance, accounting, budgeting, insurance, financial systems, internal controls and auditing. • Facilitating the Company's strategic planning, business prioritisation and resource allocation processes. • Communicating financial information and advising the CEO on all financial, information systems, personnel and administrative issues. • Deal with all Tax affairs of the Corporation. Key areas of responsibility include: **Management & Statutory Reporting** • Preparation of Annual Accounts. • Audit of Annual Accounts and presentation to the Board. • Attend to all statutory reporting for the Corporation. • Ensuring that FPTCL is compliant by investigating and acting on matters related to compliance. • Monthly management reports. **Human Resource Management Functions** • Administer HR issues in accordance with the Human Resource Manual and other labour laws in

Responsibilities *(cont.)*	Fiji. • Carry out Human Resource planning functions including: - Recruitment & Selection. - Training & development. - Supervise the Performance Management System annually. - Leave management and disciplinary. • Attending to other Industrial relations issues. **Investments & Financial Management** • Supervision and proper maintenance of records of Trust & Corporation Invested Funds. • Carry out adhoc research of the money and bond markets and other investment opportunities. • Assess investment portfolio's risks. • Carry out planning and advise on placement of matured funds. • Arrange annual management fees and distribution of interest to individual beneficiaries' accounts. **Effective Information Technology System** • Attend to all management information systems requirements including: • Maintenance of all operational system including FileHold, Trust Administration Core Accounting Systems (TACAS). • Enhancement of new accounting systems (TACAS) • Setup a new Accounting Software for the Corporation. • Carry out annual review of the IT Policies, Business Continuity Plans, Disaster Recovery and advice the CEO of further developments. • Coordinate IT systems functions with FPTCL IT business partners. • Ensure that the Corporation is technologically advanced in line with the organisations strategies.
Job Specific Competencies	***Business acumen*** • Provides great customer service while balancing requirements and commercial outcomes. • Understands and keep up with business results and indicators.

Job Specific Competencies *(cont.)*	• Understands how their job contributes to business profitability ***Decision quality*** • Ability to analyse situations, diagnose problems, identify the key issues, establish and evaluate alternative courses of action and produce logical, practical and acceptable solutions. ***Empathy*** • Able to understand and share the feelings of others. ***Interpersonal savvy*** • Builds constructive and effective relationships. ***Planning and organizing*** • Organises own time effectively, creates own work schedules, priorities workload, prepares in advance and sets realistic timeframes ***Problem solving*** • The process of finding solutions to difficult or complex issues. ***Resilience*** • Has the capacity to recover quickly from difficulties
Qualifications/Attributes	• Bachelor of Commerce in Accounting/ Finance/Business Administration. • A Chartered Accountant or CPA qualification with at least 3-5 years of experience as a Manager Finance & Administration or in a similar post. • This is managerial position and requires good leadership skills, honesty, reliability and clean record. • Good analytical and problem-solving skills. • Excellent relationship management and communication skills
Experience	At least 3-5 years of experience of work as a Manager Finance & Administration/ Senior Accountant & Business Analyst/ Senior Auditor. • Awareness of latest business and management practices, taxation issues and Accounting Standards. • Experience and understanding various auditing

Experience *(cont.)*	techniques. • Ability to think critically and challenge proposals. • Is objective and independent at all times • Ability to manage and meet established work deadlines • Ability to focus on attention to detail • Some knowledge and understanding of the functions and processes of Fiji Public Trustee Corporation Limited. • Some knowledge of the Fiji Public Trustee Act and related legislations • Commitment to teamwork and ability to train and empower Finance & Administration team • Establishes high personal standards and has the courage to pursue personal convictions • Excellent communication skills including the ability to interact with the Board, Management and Staff • Proficient in Microsoft office applications, Word, Excel and related software application • Results oriented, highly organised and be able to work independently • Has the ability to articulate thoughts, opinions, rationales, and points in a clear, concise and logical manner • Leadership skills and agility

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Chief Executive Officer **Manager Finance & Administration**

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Date **Date**