



## **Job Description**

### ***Finance Manager***

#### **Purpose of Position**

- Assist Head of Corporate Services with Financial Management and Accounting duties

#### **Key Relationships**

- *Responsible to: Head of Corporate Services, Chief Executive Officer*

#### **Key Responsibilities**

- Assist Head of Corporate Services to ensure proper functioning and efficient financial operations of FFS by:
  - Supervising finance support staff
  - Reviewing all aspects of the Finance Division's functions and duties prior to Head of Corporate Services check. Functions and duties include preparing Payroll, PAYE schedules, SNPF schedules, ACC schedules for payment; preparing or reviewing invoices; ensure accurate posting to the XERO accounting system; account reconciliation; accurately update the Debtors and Creditors Register etc.
  - Assist Head of Corporate Services with preparing annual financial statements by 31 January every year.
  - Assist Head of Corporate Services with responding to audit queries (local auditors, FIFA Central Review auditors) in accordance with financial regulations of FIFA/OFC/FFS and other funders.
  - Providing up to date, accurate and timely financial reports to the head of Corporate Services on a weekly, monthly basis as well as on demand.
  - Properly manage cash receipts/cash on hand.
- Assist Head of Corporate Services to ensure proper management, maintenance and storage of all financial information & records including spreadsheets, databases, contracts, funding information, accounts, budgets etc.
- Assist Head of Corporate Services to ensure all donor online financial platforms are updated in a timely manner
- Assist Head of Corporate Services to ensure all financial reports for donor projects are prepared and submitted on time (including any supporting documents needed)

- Assist Head of Corporate Services with accounting for FFS assets, inventory and facilities (ensure proper, updated and current record keeping of all assets/inventory & facilities maintenance; including insurance records)
- Ensure FFS compliance with procurement procedures before submitting to Head of Corporate Services for review
- Update other income / receivables regularly
- Assist with timely preparation of the Corporate Services annual budget in accordance with strategic plan and ensure that financial processes are in accordance with governing legislation and policies.
- Plan, coordinate and implement finance staff training and appraisal processes to ensure appropriate capacity building for employees.
- Advise head of Corporate Services on finance and accounting policy/procedure
- Any other duties as required by the Head of Corporate Services and/or Chief Executive Officer from time to time

### **Selection Criteria**

#### **Qualification:**

- Bachelor's Degree in Finance or Accounting
- At least 5 years' experience as a Senior Officer

#### **Technical Skills:**

- Computer literate – Operate standard office computer applications and manage databases n spreadsheets
- Be a strategic and innovative thinker with the ability to be 'hands-on' in the delivering FFS initiatives
- Ability to establish and maintain effective working relationships
- Ability to multi-task, good planning & organisational skills
- Exceptionally organized and excellent time management skills
- Excellent record keeping and reporting skills
- Previous work and experience in a similar role
- Communication and Presentation – communicates clearly in English and Samoan, both verbal and written

#### **Personal Attributes:**

- Commitment and Personal Drive - Work effortlessly in any circumstances. Committed to work, team and organisation by cooperating in team activities. Works well with team to achieve a common goal.
- Exceptional work ethics
- Honesty - Acts with integrity at all times. Demonstrates precision when performing duties.
- Maintain professional conduct at all times
- Demonstrates precision in work operations

#### **Other:**

- Must be able to work in evenings and weekends

### **Remuneration**

- An attractive remuneration package will be offered to the successful applicant.