

Finance & Operations Manager

Reports to: Fund Manager, Fiji Women's Fund
Location: Suva, Fiji Islands
Duration: Full time commencing 1st January 2022

Program background

The Women's Fund (Fiji) formerly known as the *Fiji Women's Fund* (the Fund) is an initiative of *Pacific Women*. The Fund has a funding commitment from the Australian Government of A\$10.5 million from 2017 to 2021. The Fund is the first national women's fund in the Pacific and provides funding and capacity development support to women's groups, organisations and networks in Fiji to expand and enhance their work on women's empowerment and gender equality. The Fund aims to become an independently funded and managed Women's Fund by the end of 2021.

The Fiji Women's Fund will transition as a national entity, *Women's Fund (Fiji)* on 1st January 2022. The 2022-2024 Strategic Plan provides direction on the implementation of the Fund's priorities in the next three years, which include: women in leadership and decision making; women's economic empowerment; women's coalitions for change; eliminating violence against women and girls; climate justice & humanitarian action; and influencing aid and philanthropy.

The Plan builds on the pioneering work in funding and building the capacity of women's organisations, networks and groups in Fiji to expand and enhance their work on women's empowerment and gender equality.

Role Objective

The Finance and Operations Manager is responsible for managing the finances and financial reporting for the Fund. The role ensures coordination of daily operations and efficient office administration as well as human capital management, IT, and procurement. The role reports to the Fund Manager.

Outcomes

1. Fully compliant and efficient financial operations

- The finance function is compliant and operationally efficient and effective
- Accounts management and reporting is complete, clear, timely, accurate and fit for purpose
 - General Ledger, P&L Statement, Bank Reconciliation and Balance Sheet
- Activities/Programme funding grants management, budgeting and reporting is complete, timely, accurate and fit for purpose
 - Reporting is compliant with donor requirements as well as consistent with the needs of activity/grant manager/s
- Accurate and timely disbursement of funds ensured
- Timely checks and coordination of accrual accounts
- Procurement and/or supply chain management and coordination is timely and effective
- Upkeep of accounts in MYOB or relevant software is timely and accurate
- Timely payments ensured - creditors, consultants, overseas purchases

Outcomes

- Timely coordination, processing and verifying of payroll records is ensured, including leave and entitlements
- Effective liaison with financial institutions and regulatory bodies ensures compliance is maintained at all times. (Banks, FNPf, FRCS, RBF, etc)
- Coordination of auditing - internal and external - is timely and complete
 - Preparation of accounts for external auditors
- Development and maintenance of an effective and complete Chart of Accounts
- Verification of accounts for donors ensured
- Investment options for the FWF explored with quality advice and complete, robust information supports financial sustainability

2. Effective and Prudent Financial Administration

- Team members manage their activities efficiently with effective finance support and advice provided in a timely and helpful fashion
 - Capacity building offered to team members (Project Officers) on their core funding financial management, acquittals and fulfilling finance reporting obligation
- Verification of forecasting expenses for new activities ensured
- Timely and efficient coordination of meetings
 - Stakeholders, resource persons, management
- Risk assessment plan is developed, monitored and timely reports for financial operations and all compliance issues, including OHS
- Statutory and compliance obligations observed
- Procurement and maintenance of office equipment and asset register ensured
- Clean and safe office environment maintained
- Safe and maintained vehicles for FWF ensured

3. Financial Governance and Corporate Services are robust and complete

- Effective financial governance throughout all FWF operations is ensured
 - Preparation of financial statements for Auditors, Governance Board and Finance/Audit/Risk Committee
- Effective and efficient leadership and management of the finance function
- Financial investment opportunities reviewed and with recommendations
- Staff and grant recipient's/stakeholder's development and training delivered to ensure timely and accurate financial reporting and reconciliations
- Finance policies and procedures are developed and adhered to throughout the FWF
- Budget preparation for core funding, activity/programme funding and expenditure monitored and reported, with timely recommendations as needed.
- Performance of finance and administration team members monitored and assessed, in line with the FWF performance management system.

Outcomes

4. An effective and professional rapport with funding partners established

- Preparation and contribution to donor funding proposals are timely, complete and of high quality
- Fully developed and robust budgets for proposals ensured
 - MOUs, agreements and contracts for relevant donors developed and reviewed for sign off
 - Donor reporting quality standards and schedule formulated and adhered to
- Reporting timeline schedule (narrative and financial) prepared and shared with managers and programme staff
 - Schedule is monitored and managers and programme staff provided with assistance to meet scheduled timelines
- Quality standards for programme and funding acquittal reporting maintained

Responsibilities - Critical Competencies

<i>Competence</i>	<i>Description</i>
Business	
Strategic Development	Translate the strategic direction into action-oriented strategies and plans.
Risk Management	Develop a risk management plan.
Planning	Develop an operations plan to define specific objectives.
Resource Management	Establish and adjust the resource levels to achieve organisational targets and objectives
Systems and Procedures	Undertake defined modifications/reviews to procedures; draft manuals/instructions.
Information Analysis	Evaluate options and make decisions / recommendations based on information provided.
Documentation	Present information in a report that explores the links between the issues and draws conclusions.
Stakeholder	
Stakeholder Commitment	Anticipate and devise solutions to meet the stakeholders' future requirements.
Commercial Focus	Analyse the cost aspects of a work area / project and determine its commercial viability
Relationship Building	Build long-term relationships working as a trusted advisor.
Quality Focus	Monitor/audit quality standards: provide guidance and direction to staff on quality standards.
People	
Leadership	Involve the work groups in developing and delivering on the performance objectives while sharing ownership of the accountabilities.
Facilitation	Ensure work delegated is completed in an effective and timely manner, accepts accountability.

<i>Competence</i>	<i>Description</i>
Problem Solving	Address the wider implications, consequences or causal relationships in a non-routine problem
Learning	Monitor employee development and align training and development to meet the organisational goals.
Professional	
Technical Strength	Develop the technical solution for a situation using fundamental principles and theory - technical adviser.
Compliance	Investigate/audit and report on compliance issues.
Financial Application	Propose solutions based on financial analysis of historical and future trends.
Mathematical Reasoning	Determine appropriate mathematical or statistical method to solve a non-routine problem.

Essential criteria

- Degree in Public Administration and Management, Finance or Accounting
- Minimum of 7-10 years of relevant experience in the areas of finance, operations, contract management and HR, with a minimum of 5 years in a leadership role.
- Excellent working knowledge of and experience in MYOB and other Accounting software
- Demonstrated working knowledge of the development sector and familiarity with donor reporting (DFAT, MFAT).
- Demonstrated experience in conducting an internal audit