



JOB DESCRIPTION

JOB TITLE	MANAGER FINANCE		
JOB NO. / ID	NAUSORI	DATE LISTED	01-January-2024
JOB LOCATION	NAUSORI TOWN COUNCIL		
ROLE PURPOSE	Collection, Assessment and Enforcement of Rates from all Councils Revenue Streams, ensure that all sections in finance depart are functional and ensure collection targets are achieved.		
DIVISION / DEPARTMENT	CORPORATE SERVICES	REPORTING REQUIREMENT	DIRECTOR CORPORATE
RENUMERATION	A competitive salary depending on qualifications and work experience will be offered to the successful candidate.		
POSITION DETAILS			
<input checked="" type="checkbox"/>	CONTRACT	FULL-TIME	<input checked="" type="checkbox"/>
		37	HOURS PER WEEK
<input type="checkbox"/>	ATTACHMENT	PROJECT BASED	<input type="checkbox"/>
		3 YEARS	CONTRACT PERIOD
JOB DESCRIPTION	<ol style="list-style-type: none"> 1. Responsible for the overall function of the accounts teams, rates team and the market team 2. Ensures that the cashbook is updated on a daily basis 3. Ensure that the procumbent Policy is in place and followed 4. Ensures that reconciliation for all cash related area is carried out 5. VAT preparation, reconciliation and payment 6. Facilitates internal and external Audits 7. Fixed asset register update 8. Monitor and update reconciliation of debtors and creditors on a monthly basis 9. Liaising with ministry of Local Government on acquittals and ensuring documentation is properly kept 10. Providing collections forecast and updating relevant trackers to gauge performance 11. Achieving set collection targets 12. Review and follow up with legal team for accounts that are in court 13. Coach mentor and guide all direct reports 14. Organizing customer meetings for aged customers and understanding reasons for delay in payments and proposing what arrangements can be offered 15. Ensuring all reports due daily, weekly and monthly are sent in a timely manner. 16. Prepare financial Statements in accordance with respective standards. 17. Monthly reports to be prepared and calculated to respective members. 18. Perform any other duties assigned by Manager Corporate 		

JOB DESCRIPTION	<ol style="list-style-type: none"> 1. Reducing Rates Arrears & Timely Debt Collection. 2. Problem Solving and complaints handling. 3. Satisfying customers changing demands. 4. Facilitating demands for socio-economic development for the People's Charter. 5. Quick assessment of the effects of changing circumstances 6. Developing coping strategies that influence the positive contributions of various Sections 7. Spotting conflicts early on and resolving them to the satisfaction of all involved parties. 8. The ability to quickly and independently process ideas and implement changes. 9. Transparency and accountability 10. Internal Budget Control whilst not compromising standards.
KNOWLEDGE AND WORK EXPERIENCE REQUIREMENTS	<ol style="list-style-type: none"> 1. Extensive knowledge and experience in municipal or central government accounting 2. Municipal council operation 3. Group 2 driving licence 4. Computer literacy 5. Good organizing skills 6. Sound negotiator 7. Sound analytical capabilities 8. Ability to express ideas clearly in financial reports, etc 9. Attention to detail 10. Customer focused. Superior interpersonal and communication skills. 11. IFRCS working knowledge 12. Knowledge of cost modelling 13. Member of Fiji Institute of Accountant
SKILLS AND ABILITIES	<ol style="list-style-type: none"> 1. High professional ethics and integrity 2. Good business acumen and interrelation skills. 3. Have good oral and written communication skills 4. Ability to work under pressure and deliver within timeframe 5. Ability to handle difficult situations to achieve positive outcomes 6. General understanding of project financing and contracts
EDUCATION REQUIREMENTS	<p>Degree in Accounting, Finance Minimum of 5 years experience in relevant field</p>
PERSONAL CHARACTER	<p>All applicants for employment in Nausori Town Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.</p>