

## JOB DESCRIPTION

Job Reference	
Job Title	Management Accountant
Work Unit:	Finance Section
Responsible To:	Finance Manager
Responsible For:	Up to 8 locally recruited staff
Job Purpose:	<p>The Management Accountant leads the Financial Management section of the Finance Unit which is responsible for financial reporting, budget formulation and monitoring, financial policies development and cash flow management.</p> <p>The Management Accountant also provides relevant and timely financial management information to assist Divisions with financial planning, decision making and management.</p>
Date:	

### FFA's Vision and Mission

#### Vision of the Members of the Pacific Islands Forum Fisheries Agency

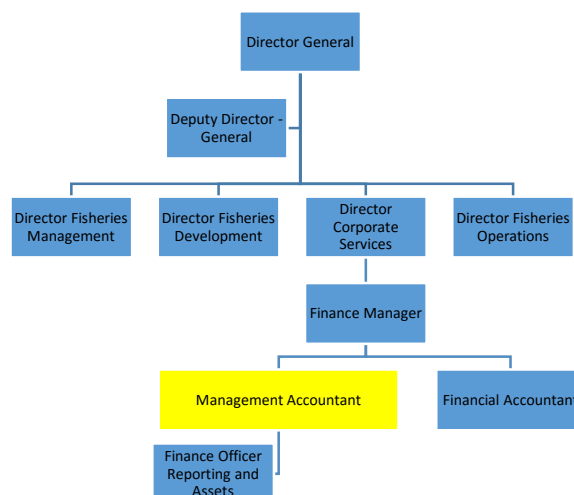
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources

#### Mission for the Pacific Islands Forum Fisheries Agency

To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources

FFA Strategic Plan

### Organisation Context



## Key Result Areas

The job encompasses the following major functions or Key Result Areas: The performance requirements of the Key Results Areas are broadly described below:

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1. Budget Formulation and Forecasting
2. Budget Monitoring
3. Financial Systems maintenance and upgrades
4. Cashflow and Investment
5. Preparation of Annual Accounts
6. Review of Financial Policies and Processes
7. Management of Accounts Management Unit

*The performance requirements of the Key Result Areas are broadly described below:*

<b>Jobholder is accountable for</b>	<b><i>Jobholder is successful when</i></b>
<p>1. Budget Formulation and Forecasting</p> <ul style="list-style-type: none"> <li>• Contribute to the achievement of the Corporate Services Division's and FFA's objectives and outputs by providing financial services and support as a member of the FFA Budget team.</li> <li>• Work with the Finance Manager in delivering:               <ul style="list-style-type: none"> <li>- advice on complex, financial and budget issues and developments;</li> <li>- the development, compilation and analysis of long and short-term financial plans, strategies and related financial performance indicators.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• FFA's Annual Work Programme and Budget is developed accurately according to approved parameters and direction.</li> <li>• Finance Manager and Director CSD are provided with accurate information to underpin advice to Senior Executive.</li> <li>• Emerging issues are highlighted early with suggested remedies as required.</li> </ul>
<p>2. Budget Monitoring</p> <ul style="list-style-type: none"> <li>• Monitor FFA budget performance with primary emphasis on revenue collections and donor income receipts.</li> <li>• Expenditures to be monitored against cashflow availability as per revenues and income receipts</li> <li>• Provide timely and accurate budget reports to executive, Output Managers/Directors and Activity Managers, including revenue collections and donor income receipts.</li> <li>• Assist Directors and Managers in monitoring budget spending and advise on utilisation issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely and accurate monthly financial management reports are circulated to Output Managers/Directors and Activity Managers by the 15<sup>th</sup> of the following month</li> <li>• FFA revenues collection and income is closely monitored to ensure integrity of budget forecast and expenses.</li> <li>• Issues highlighted by Divisions are addressed satisfactorily</li> <li>• Budget collection, income, receipts and utilisation are within approved parameters throughout the year and/or variances reported and analysed.</li> </ul>

<b>Jobholder is accountable for</b>	<b><i>Jobholder is successful when</i></b>
<p>3. Financial systems maintenance and upgrade</p> <ul style="list-style-type: none"> <li>• In conjunction with Manager Finance and Financial Accountant review, develop and maintain sound financial operating and information systems</li> <li>• Payroll – Administrator (currently using Meridian software).</li> <li>• Finance One- Systems Administrator for the Finance 1 System which includes the following modules and systems : <ul style="list-style-type: none"> <li>-Financials (AP, AR, GL)</li> <li>- Assets</li> <li>- Budget</li> </ul> </li> <li>• Day-to-day monitoring of financial system ad troubleshoot problems encountered by Finance One users.</li> <li>• Accounting for assets</li> <li>• Accounting for Accounts receivable and accounts payable</li> <li>• Budget Implementation</li> <li>• Provide periodical financial reporting as required.</li> <li>• Provide country reports – donor reporting and end of year reports</li> </ul> <p>Budget Implementation</p> <ul style="list-style-type: none"> <li>• Implement and administer enterprise budgeting, budget modules.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective and updated financial systems and software are in place.</li> <li>• Financial operations processes are clearly defined, robust internal controls are in place, and the financial information systems (FIS) captures incoming and outgoing financial transactions effectively.</li> <li>• Payroll - timely payments with updates in tax laws and payroll processes implemented. Payroll officers trained and all EOY procedures and roll-over implemented on time</li> <li>• Financial Information system working effectively across all ledgers and registers.</li> <li>• Chart of Accounts reflects accurate account structure with systems for debtors and payables, revenue and expenditures.</li> <li>• Budget worksheets and workflows and authority and approval levels are functioning properly. Budget processes and reports are easy to access and transparent.</li> <li>• Timely and accurate Donor Reporting.</li> <li>• EOY Reports - trial balances, balance sheet, GL data is all intact, organised and reported as per FFA needs</li> <li>• Effective trouble-shooting - creating, enabling users and user accesses, GL posting errors, commitments, linkages and integrations between subsidiary ledgers to main ledger, and the various modules (AR, AP, Assets, Budget)</li> </ul>
4. Cash Flow and Investment	

<b>Jobholder is accountable for</b>	<b><i>Jobholder is successful when</i></b>
<ul style="list-style-type: none"> <li>• Ensure FFA cash flow are prudently managed and funds are available on time</li> <li>• Ensure FFA manages all assets prudently.</li> <li>• Assess possible risks and manage risks effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Funds available to meet FFA commitments without disruptions</li> <li>• Optimal returns from resources in line with management advice.</li> </ul>
<p>5. Preparation of Annual Accounts</p> <ul style="list-style-type: none"> <li>• With the Financial Accountant assist the Finance Manager prepare Annual Financial Accounts for auditing in accordance with Financial Regulations.</li> <li>• Ensure FFA accounts comply with appropriate IPSAS standards</li> <li>• Ensure that the finance system provides is appropriate to produce required financial statements.</li> <li>• Provide assistance in automating financial reporting (Finance One) in line with accounting framework adopted.</li> </ul>	<ul style="list-style-type: none"> <li>• When accurate and transparent financial reporting is completed including submission deadlines of statements to auditors are met.</li> <li>• When FFA Audited accounts are issued with an unqualified audit opinion and are compliant with appropriate standards.</li> </ul>
<p>6. Review of Financial Policies and Processes:</p> <ul style="list-style-type: none"> <li>• Assist the Finance Manager in developing and maintaining of financial guidelines, instructions and documentation for financial systems and activities of FFA and ensure relevant records and documentation are maintained in support of the financial Management area.</li> </ul>	<ul style="list-style-type: none"> <li>• When Budget are compiled on time, chart of accounts is in order, internal financial reporting are issued on time</li> </ul>
<p>7. Management of the Accounts Management unit</p> <ul style="list-style-type: none"> <li>• Manage the activities, staff and resources of the Accounts Management unit to meet the Section's objectives and outputs.</li> <li>• Provide training for Finance staff and where appropriate provide financial training for FFA's management and staff.</li> <li>• Assist Finance Manager in maintain good working relationships with stakeholders including banks, donors and auditors.</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Management Unit KRA's are achieved.</li> <li>• When effective training are provided to Finance staff and Management.</li> <li>• When performance standards are clearly established, understood and met by the Finance team.</li> <li>• When good working relationships with external bodies are maintained.</li> </ul>

**Note:** The above performance standards are provided **as a guide only**.

## Work Complexity

Most Challenging duties typically undertaken:

- Analysis of complex financial and budget issues with required solutions delivered
- Meeting demanding deadlines for accounts and budget outcomes i.e. FFC and year-end deadlines.
- Budget preparations and budget management.

## Functional Relationships

Key internal and/or external contacts	Nature of the contact most typical
<i>External</i>	
<ul style="list-style-type: none"> <li>• Forum Fisheries Committee and Audit Committee</li> <li>• FFA Creditors and Auditors</li> <li>• Donors and Member Countries</li> <li>• Banks and other institutions</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance in payments</li> <li>• Key documents</li> <li>• Member Contributions</li> <li>• Accounting and Reporting</li> <li>• Systems upgrades and management</li> </ul>
<i>Internal</i>	
<ul style="list-style-type: none"> <li>• Executive Management</li> <li>• Director CSD and Manager Finance</li> <li>• Directors and staff</li> </ul>	<ul style="list-style-type: none"> <li>• As described in Work Duties</li> </ul>

## Level of Authority

**The jobholder-:**

- Approved Payment Vouchers – USD30,000
- Sign cheques up to USD100,000
- Co-Signing of cheques – up to USD200,000
- Receiver of FFA monies- No maximum
- Requisitioning officer – No maximum
- Petty cash approvals - \$100 SBD

## Person Specifications

*Essential Selection Criteria*

***Qualifications***

1. A Degree in Accounting, Financial Management or a related field
2. A Certified Public Accountant from a recognised institution

***Essential Knowledge and Experience***

3. At least three years' experience in management and financial accounting in an organisation with more than fifty employees
4. Proven knowledge and experience in financial systems, budget preparations monitoring of cash flow and spending
5. Demonstrated experience in managing a financial accounting system
6. Demonstrated ability to work to deadlines especially as it relates to financial analysis and reporting and providing budget monitoring reports
7. Demonstrated ability to communicate fluently in English with staff, management and other stakeholders and to influence others to take a certain actions

***Desirable***

1. Experience in preparation of year-end financial accounts for audit.
2. Knowledge of commercial financial practices.

**Key Attributes and Skills**

The following levels would typically be expected from 100% fully effective level

<b>Level</b>	
<b>Expert</b>	<ul style="list-style-type: none"><li>• Financial management skills and knowledge of Financial principles</li><li>• Knowledge of FFA financial regulations and Finance Manual</li><li>• Knowledge of FFA corporate processes, policies and procedures including budget formulation, development, monitoring and reporting</li><li>• Knowledge of current international accounting and auditing standards and practices and developments in financial accounting and management.</li></ul>
<b>Advanced</b>	<ul style="list-style-type: none"><li>• High level conceptual and analytical skills</li><li>• High level understanding of relationship between the position and Member countries and stakeholders as well as the functions of FFA</li><li>• Advanced organisational and coordination skills</li><li>• Advanced work-planning and supervisory skills</li><li>• Ability to formulate, develop, write and interpret policies, procedures and instructions.</li></ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"><li>• Good oral and written communication skills in English.</li><li>• Ability to create and maintain good working relationships with internal and external stakeholders.</li><li>• Good representation and presentation skills.</li><li>• Regional agreements and Fisheries Roadmap</li><li>• FFA Strategic Plan and Statement of Intent (SOI)</li><li>• FFA Treaties e.g. UST</li></ul>
<b>Awareness</b>	<ul style="list-style-type: none"><li>• Sensitivity to cultural differences and gender equality</li></ul>

**Key Behaviours**

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Teamwork and Customer Focus
- Effective Communications & Relationships
- Leadership, Coaching and Development (for those in supervisory posts only)
- Strategic Perspective (for those in supervisory posts only)

*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.*