



## **SENIOR SERVICE FINANCE OFFICER**

The Fiji Arts Council (FAC) was established under the Charitable Trust Act as a national body solely responsible for the safeguarding of the arts and is one of the four agencies under the Ministry of iTaukei Affairs, Culture, Heritage and Arts that coordinates cultural activities in the different art forms in Fiji. FAC has a clear vision – “a traditional Fijian arts sector that values and embraces innovative thinking, inclusive participation and creative culture”

We are seeking to recruit an energetic person with a high level of financial skills, is dynamic, and has the passion for the arts to hold position of **Senior Service Finance Officer (SSFO)** to join the team for 3 years, but with a view to become more long term for the right candidate.

### **POSITION PURPOSE:**

The **Senior Service Finance Officer (Properties & Grant Scheme)** will undertake a range of financial management duties and plan supervise financial operations of the Fiji Arts Council in areas including procurement, grant management, salaries, transport assistance, financial operations, etc. The Senior Service Finance Officer is responsible for implementing appropriate process controls and identifying, investigating and reporting any corruption, malpractices, or illegal acts. The position supports the development and management of responsive, compliant, and effective financial management capacity.

### **Key Duties**

The Position will achieve its purpose through the following key duties. Working with relevant staff, in accordance with guidelines, policies, manuals, legislative requirements, and meeting the operations of the Council.

1. Ensure the accountability and transparency in the use of FAC funds through the provision of periodical (monthly/quarterly) updates of funds usage to Director, Fiji Arts Council;
2. Ensure financial management processes comply with General Orders; Financial Management Act (2004); Financial Instructions (2010); and Fijian Government and development partner accounting practices;
3. Ensure that various Financial Accounts of the FAC are frequently updated and statements from Bank procured to update financial ledges;
4. Oversee the effective input, and management of financial data system of FAC;

5. Effectively acquit financial donations through the provision of proper financial Expenditure Acquittal Statement and Activity Report to the funding donor (and for government, the provision of quarterly cash flow)
6. Ensure the budgetary provisions for major Festival of which substantial funds are set aside by Government is effectively managed and acquitted transparently;
7. Provide oversight in respect to procurement and audit policy and processes;
8. Ensure all work processes and procedures are documented and staff are trained in implementing these processes and procedures;
9. Ensure funds are effectively prioritized, available and utilized to meet the funding requirements in order to effectively achieve their output;
10. Ensure timely, efficient and effective delivery of all financial services and function such as salaries and wages payments, settlement of accounts, associated record keeping and maintenance of relevant statistics.

## **KEY PERFORMANCE INDICATORS**

### **PERSON SPECIFICATION**

A Bachelor's Degree in Accounting, Finance, MYOB or equivalent relevant experience, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

#### Knowledge and Experience

1. At least 5 years' experience undertaking financial management functions with responsibility for implementing approved procedures with limited supervision;
2. Understanding of legislative requirements for management of Fiji Government and development partner funding;
3. Understanding of Fiji Constitution (2013) and applicable financial laws of Fiji;
4. Understanding of staff supervision and approaches to motivating staff and changing work processes;
5. A client service focus with an understanding of appropriate communication approaches when dealing with clients.

#### Skills and Abilities

1. Demonstrated ability to supervise and motivate staff from different backgrounds and experience;
2. Demonstrated ability to ensure the consistent, efficient and effective financial management and development and maintenance of financial records;
3. Strong communication skills and the ability to effectively consult with others to enforce legislation and to develop internal policy and procedures;
4. Service oriented approach, with commitment to supporting the operational of the organization.

The application for employment must be Fiji Citizens, under age, 60 with personal character and background that demonstrate a commitment to the Fiji Arts Council Vision and Mission and Code of Conduct. Appointments offers will be subject to confirmation of clear police record.

The annual salary will be commensurate with qualifications and experience, falling in the **Government Salary band F \$26,883.00 - \$36,103.75**

Written application with a resume, names of 3 referees and current contact details are to be forwarded to:

**The Director  
Fiji Arts Council  
GPO Box 2432  
Government Buildings  
Suva  
Office: 3311754 ext. 102**

Applicants may also be hand delivered to Fiji Arts Council, Level 2 Ham Bing Nam Building, 81 Suva Street, Suva or email to [ykomai@fijiartscouncil.com.fj](mailto:ykomai@fijiartscouncil.com.fj) by **18<sup>th</sup> February, 2023**

For detailed position description please visit [www.fijiartscouncil.com.fj](http://www.fijiartscouncil.com.fj) at the vacancies column.