

## POSITION DESCRIPTION

### REF 1379: MANAGER FINANCE - NATIONAL OFFICE

<b>Salary Scale</b>	\$50,012.55 - \$62,515.69 per annum	<b>Position Type</b>	Established
<b>Structure:</b>	<b>Department:</b>	Finance SBU	
	<b>Sub – Section</b>	Support	
<b>Location:</b>	National Office		

### About Our Organisation

The Water Authority of Fiji is a commercial statutory authority established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and setting up water supply systems in rural areas.

### Position Objective

The Manager Finance position is accountable for the administrative, financial, and risk management operations of WAF. This position is responsible for the implementation, oversight and enhancement of financial strategies that safeguard WAF's financial interests as well as providing accurate financial reports for sound financial decision making. This position reports to the Chief Financial Officer.

### Key Accountabilities

- Effective management of the WAF's Finance, Payroll and Inventory functions delivered
- Functions appropriately managed through effective performance management systems
- Timely and appropriate contribution as well as leadership in the development of WAF's annual OPEX and CAPEX budgets ensured
- Prudent monitoring, management and control of WAF's annual budget ensured and financial targets achieved
- Incoming revenue and cash flows are appropriately managed
- Appropriate, relevant and effective systems, Policy, Standard Operating Procedures (SOPs), controls and guidelines for WAF's Finance function developed/monitored, communicated and continuously refined for relevance
- A robust WAF Finance Policy and accompany procedures effectively developed/monitored, successful implemented and continuously revised for relevance

- Strategic alignment of the Finance function with WAF's Strategic Plan ensured at all times
- Work cooperatively as part of the executive management team
- Due diligence effectively delivered to ensure liquidity levels are appropriate and available
- Statutory audits effectively planned, coordinated and concluded
- Ensure annual budgets, cash flow forecasts and financial projections prepared in consultation with Executive Management Team, CEO and Board of Directors
- Business objectives and targets (if any) achieved and timely advice with respect to the same provided to executive management and the board as and when required
- Effective Cash flow management delivered
- Appropriate systems and internal controls implemented, maintained and continuously reviewed
- Financial accounting systems for cash management, accounts payable, accounts receivables and credit control developed and maintained
- Efficient collection of debts ensured and doubtful debt provisions and write-offs effectively reduced to appropriate levels
- Effective and efficient working relationships and liaison with Banks, External Auditors, Tax Department and other customers for day to day operations established and appropriately utilized
- Robust capital expenditure appraisal and project management projections prepared
- Soundness and adequacy of accounting/finance systems, procedures and controls reviewed and appraised
- Timely reconciliation of balance sheet and P&L items including Bank reconciliation, debtors and creditors and other clearing accounts ensured
- Variances in budget monitored and effectively managed
- Efficacy in procurement services ensured
- Effective review of product pricing and write-offs where required
- Negotiations with customers/suppliers particularly with respect to payment terms and credit limits (if any) appropriately and efficiently carried out
- Fleet management decisions carefully assessed (when required). CEO appropriately consulted and decisions carried out in an efficient and timely manner and in line with WAF's business objectives. These include additions and disposals.
- Full compliance of financial statutory and regulatory requirements to minimise extraordinary loss and penalties for non-compliance ensured
- Full compliance with all relevant SOPs and other relevant internal policies and procedures ensured
- Financial risk management system developed, effectively implemented and continuously refined in consultation with executive management and the board
- Health, safety and environmental standards/requirements fully adhered to throughout the Finance Department

- Robust internal control environment established and effectively monitored to mitigate against financial risks
- Quality and timeliness of budget and performance reporting maintained at all times
- Quality and timeliness of board papers and board presentations maintained at all times
- Robust contributions towards monthly/periodic management meetings (when required) ensured
- Ad-hoc information requests by management and the board, for decision-making purposes, addressed effectively and in a timely manner
- Contributions to high-level business negotiations effectively contributed to as and when required
- Quality advice, both general and technical (where relevant) provided to management and the board as and when required
- WAF's Corporate Plan and Finance Department Action plans disseminated to all Finance Department staff and effectively implemented
- Active participation and implementation of Finance Department strategies and Action Plan(s) ensured
- Undertaking all other duties that may be assigned by Chief Financial Officer.

## Position Specification

### Competencies

#### **QUALIFICATION & EXPERIENCE REQUIREMENT**

- The Applicant must possess a Degree in Accounting and/or Finance with minimum of 5 years relevant experience.
- Accredited with CPA or CA will be an added advantage

#### **SKILLS, & ABILITIES**

- Demonstrated experience in payroll, procurement / logistics and inventory management
- Proven leadership and people management skills.
- Proven interpersonal skills and excellent business acumen skills
- Proven knowledge of relevant legislation and regulation
- Demonstrated knowledge of international financial reporting standards and how they relate to WAF
- Proven experience in developing and executing successful finance strategies, corporate and annual plans
- Proven experience in delivering strong financial position and prudent cash flow management

## WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

**INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

Applications should be marked “Confidential REF 1379: Manager Finance - National Office” and should be received no later than **5pm on 26 April 2024** and could be:

**Mailed to:**

The Manager Human Resources  
Water Authority of Fiji  
PO Box 1272, Suva

**Hand delivered to:**

Human Resources Unit  
Level 3, Manohan Building  
Corner Wainivula & Kings Road

**Emailed to:**

or [hr.recruit@waf.com.fj](mailto:hr.recruit@waf.com.fj)