

**POSITION DESCRIPTION – Reviewed January 2022**


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**POSITION TITLE:** Chief Financial Officer

**POSITION NUMBER:** L6-009

**LOCATION:** FRCS Head Office, Suva

**REPORTS TO:** Director Corporate Services

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**THE ORGANIZATION**

The Fiji Revenue & Customs Service (FRCS) is a statutory Service established under the FRCS Act 1998. FRCS is an agent for the State for administration and enforcement of Tax and Customs laws in Fiji. Our Vision is to be a world class revenue Service delivering excellence in revenue collection, border protection, trade, and travel facilitation. Our organizational Values are - One organization; Leadership; Valuing employees; Integrity; Results focus; Partnership development.

**POSITION PURPOSE**

The Chief Financial Officer is responsible to direct the organization's financial planning and accounting practices as well as its relationship with lending institutions, shareholders, and the financial community by performing the following duties personally or through subordinate managers.

As a member of the Finance Team, the role contributes to the achievement of our Vision.

**ACCOUNTABILITIES**

KEY RESULTS AREAS	KEY ACCOUNTABILITIES
<p><b>Core Duties &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>▪ Lead the finance team</li> <li>▪ Oversees financial accounting, treasury, and cash flow management for the organization.</li> <li>▪ Compile and monitor the operational and capital budgets.</li> <li>▪ Develop and implement processes and systems necessary to maintain proper records and sound accounting practices.</li> <li>▪ Custodian of funds, securities, and assets of the organization.</li> <li>▪ Appraises the organization's financial position and oversees the financial reporting requirements.</li> <li>▪ Ensure compliance with IFRS and other relevant standards.</li> <li>▪ Coordinates tax reporting programs and insurance and investor relations activities.</li> <li>▪ Directs and analyses studies of general economic, business, and financial conditions and their impact on the organization's policies and operations.</li> <li>▪ Analyses operational issues impacting functional groups and the whole institution, and determines their financial impact.</li> </ul>

<b>Managing Staff</b>	<ul style="list-style-type: none"> <li>▪ Initiate effective coaching and mentoring of staff for work continuity and return on investment.</li> <li>▪ Drive and instil customer satisfaction and result oriented practices.</li> <li>▪ Manage and monitor staff performance and leave</li> </ul>
<b>Partnerships and Customer Service</b>	<ul style="list-style-type: none"> <li>▪ Work closely with operational leaders and colleagues</li> <li>▪ Ensure that the highest standards of internal and external customer service is consistently delivered by the Finance Team.</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>▪ Constantly work together with the stakeholders in getting things done.</li> </ul>
<b>Risk Management and Security</b>	<ul style="list-style-type: none"> <li>▪ Monitor risk factors management policies and procedures to ensure that program and organisational risks are minimized.</li> <li>▪ Provide support and monitoring of risk mitigations</li> </ul>

**DELEGATIONS:**

As may be delegated from Director Corporate Services from time to time as and when required.

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**PERSON SPECIFICATION**

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**ESSENTIAL** Bachelor’s Degree in Accounting or Financial Management  
 At least 5 years’ experience in accounting and financial management at a senior level;  
 Member of Fiji Institute of Accountants.  
 A proven record of successful people leadership.

**DESIRABLE** Masters Degree in Accounting/Financial Management  
 CPA member

**PERFORMANCE COMPETENCY INDICATORS**

As a Chief Financial Officer, your performance is measured through two criteria:

- **Performance outcome criteria** for your area of responsibility. These are agreed and reviewed annually.
- **Employee competencies** - you report quarterly to the Director People & Finance on your performance measured against the competencies for your role. These are set out below.

COMPETENCY	COMPETENCY DESCRIPTOR
<b>Process Management</b>	<ul style="list-style-type: none"> <li>▪ Consistently good at identifying the necessary processes, and organising the right people to get things done</li> <li>▪ Knows what to measure and how to measure so that complex processes can be refined and more can be achieved with fewer resources</li> <li>▪ Can organise resources (people, funding, material, support) and use them effectively to get things done including managing multiple activities at once and recording information and files in a useful manner</li> </ul>

<b>Decision Quality</b>	<ul style="list-style-type: none"> <li>▪ Utilises a mixture of analysis, wisdom, experience, and judgement to make high quality, timely decisions, and produce ideas and solutions which are accurate.</li> <li>▪ Assist others to make decisions by giving advice and offering solutions and can use his/her time efficiently to make effective decisions even when information is complex, or there are time pressures.</li> </ul>
<b>Drive For Results</b>	<ul style="list-style-type: none"> <li>▪ Can be counted on to successfully exceed goals and expectations by consistently being a top performer, continually pushing themselves and others for results</li> </ul>
<b>Listening</b>	<ul style="list-style-type: none"> <li>▪ Consistently practices attentive and active listening and demonstrates an ability to accurately reflect the opinions of others even when he/she disagrees</li> <li>▪ Demonstrates tolerance with people and processes by listening, checking and understanding information before making judgements or acting</li> </ul>
<b>Courage Conversation</b>	<ul style="list-style-type: none"> <li>▪ Is direct and honest in their communication with others by providing timely, complete and “actionable” feedback (positive and critical)</li> <li>▪ Takes firm stands and faces up to problems with any person or in any situation when necessary, and take action when it is necessary to do so</li> </ul>
<b>Intellectual Horsepower</b>	<ul style="list-style-type: none"> <li>▪ Is bright and intelligent, and deals with concepts, decision and complex information or situation in an efficient manner.</li> <li>▪ Is intellectually sharp, capable and agile, and is mentally flexible and patient with process, and the ideas of others.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>▪ Uses rigorous logic and methods for recognising and solving difficult and/or hidden problems by providing effective solutions; and looks broadly for answers and searches beyond obvious answers for the best solutions.</li> <li>▪ Conducts high quality and honest analysis of information and data to aid in problem solving.</li> </ul>
<b>Self-Development</b>	<ul style="list-style-type: none"> <li>▪ Is personally committed to and actively works to continuously improve self</li> <li>▪ Understands that different situations may call for different skills and approaches, works to strengths and compensates for weaknesses.</li> </ul>

**Chief Financial Officer - Position Description October 2019 - L6-009**

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