



POSITION DESCRIPTION: TF Cost Centre Manager

CORPORATE INFORMATION

Salary Range: \$21,978.84 - \$24,868.55

Reporting Responsibilities:

- a. **Reports To:** CSO FIN
- b. **Liaises with:** RFMF staff, stakeholders and Government Departments.

POSITION PURPOSE

The position supports the operational services of the accounts section to ensure timely submission of all financial reports, payments, monitoring and updates of salaries and wages, ledgers update to comply with regulations, policies and procedures.

KEY DUTIES

1. Ensure effective consultation and compilation of the TF's budget submission, and Annual Procurement Plan for the financial year;
2. Ensure provision of quality advice to the Commanding Officer TF and the Director Finance, Logistics and Acquisition through the Chief of Staff - Finance on issues pertaining to financial compliance and budget utilization;
3. Ensure effective monitoring and management of the all budgetary allocation;
4. Ensure timely clearance of all liabilities within the procurement guidelines.
5. Provide effective financial reports to management with sound financial management advice;
 - a. Ensure effective and efficient compilation and timely submission of all required financial reports and reconciliations;
6. Manage and motivate the staff of the purchasing section to ensure that key deadlines are met;
7. Respond to audit queries from Internal Audit and other Stakeholders.
8. Provide leadership and direction to subordinates in the performance of their duties.
9. Actively contribute to all corporate requirements of the RFMF, including planning, budgeting and human resource management activities when required.
10. Any other duties as assigned by the Supervisor

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely and accurate preparation of the Unit Financial Report and clearance of Unit Liabilities on a timely manner.
2. Ensure that all Financial Report copies are prepared and properly kept for future reference.
3. Timely and accurate delivery of customer services with compliance to all regulations.
4. Provide timely support and assistance to other staffs when assigned by immediate supervisor.
5. Adherence to all Fiji Military Forces code of conduct and its rules and regulations.

PERSON SPECIFICATION

Bachelor's Degree in Commerce, Finance, Accounting, Public Administration or equivalent with excellent results in English writing. Excellent computing skill/ literacy in computing applications and Microsoft suite.

Knowledge and Experience:

- At least 3 years work experience in similar role either in corporate or public environment
- Understanding of Government general administrative practices, and code of conduct.

Skills and Abilities:

- Demonstrate ability to work as member of a team with minimum supervision
- Effective communications skills
- Advance knowledge and efficient with MS Excel and other MS Office
- Service oriented approach with a commitment to supporting the operational/corporate environment of the RFMF.
- Highly developed interpersonal skills
- Responds to request for information or assistance.
- Demonstrate the ability to work within a team environment
- Demonstrate the ability to follow instructions and meet set deadlines when under pressure.

Personal Character

- Applicants for employment to the Fiji Military Forces must be of good character, and demonstrate their commitment to the service values of the Fiji Military Forces. Applicant must also be a Fijian citizen, under the age of 55, in sound health with clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.