
Role Description

Finance and Operations Manager

About our Organisation

The Women's Fund Fiji is an empathetic and adaptive feminist fund working to influence and mobilise financial and non-financial resources for feminist and women's rights organisations and movements, so they can progress the human rights of women, girls, and gender non-conforming people in Fiji.

We are relevant, effective and demonstrate value for money, adaptive and flexible, proud of our high-capacity team, effective in our dual approach to funding, capacity development and movement building, and reaching rural and remote communities.

We will address the problem of the unequal flow of financial and non-financial resources from donors, funders, power holders and decision makers to feminist and women's organisations and movements in Fiji.

Objective

The Finance and Operations Manager is responsible for managing the finances and financial reporting for the Fund. The role ensures strategic direction and coordination of daily operations and efficient office administration as well as human capital management, IT, and procurement. The role reports to the Executive Director.

Outcomes

Organisational Stakeholders

1. Fully compliant and efficient financial operations

- The finance function is compliant and operationally efficient and effective
- Accounts management and reporting is complete, clear, timely, accurate and fit for purpose
 - General Ledger, P&L Statement, Bank Reconciliation and Balance Sheet
- Activities/Programme funding grants management, budgeting and reporting is complete, timely, accurate and fit for purpose
 - Reporting is compliant with donor requirements as well as consistent with the needs of activity/grant manager/s
- Accurate and timely disbursement of funds ensured
- Timely checks and coordination of accrual accounts
- Procurement and/or supply chain management and coordination is timely and effective
- Upkeep of accounts in MYOB or relevant software is timely and accurate
- Timely payments ensured - creditors, consultants, overseas purchases
- Timely coordination, processing and verifying of payroll records is ensured, including leave and entitlements
- Effective liaison with financial institutions and regulatory bodies ensures compliance is maintained at all times. (Banks, FNPF, FRCS, RBF, etc)
- Coordination of auditing - internal and external - is timely and complete
 - Preparation of accounts for external auditors

Outcomes

- Development and maintenance of an effective and complete Chart of Accounts
- Verification of accounts for donors ensured
- Investment options for the WFF explored with quality advice and complete, robust information to support financial sustainability

2. Effective and Prudent Financial Administration

- Team members manage their activities efficiently with effective finance support and advice provided in a timely and helpful fashion
 - Capacity building offered to team members (Project Officers) on their core funding financial management, acquittals and fulfilling finance reporting obligation
- Verification of forecasting expenses for new activities ensured
- Timely and efficient coordination of meetings
 - Stakeholders, resource persons, management
- Risk assessment plan is developed, monitored and timely reports for financial operations and all compliance issues, including OHS
- Statutory and compliance obligations observed
- Procurement and maintenance of office equipment and asset register ensured
- Clean and safe office environment maintained
- Safe and maintained vehicles for WFF ensured

3. Financial Governance and Corporate Services are robust and complete

- Effective financial governance throughout all WFF operations is ensured
 - Preparation of financial statements for Auditors, Board of Trustees and Finance/Audit/Risk Committee
- Effective and efficient leadership and management of the finance function
- Financial investment opportunities reviewed and with recommendations
- Staff and grant recipient/stakeholders' development and training delivered to ensure timely and accurate financial reporting and reconciliations
- Finance policies and procedures are developed and adhered to throughout the WFF
- Budget preparation for core funding, activity/programme funding and expenditure monitored and reported, with timely recommendations as needed.
- Performance of finance and administration team members monitored and assessed, in line with the WFF performance management system.

4. An effective and professional rapport with funding partners established

- Preparation and contribution to donor funding proposals are timely, complete and of high quality
- Fully developed and robust budgets for proposals ensured
 - MOUs, agreements and contracts for relevant donors developed and reviewed for sign off

Outcomes

- Donor reporting quality standards and schedule formulated and adhered to
- Reporting timeline schedule (narrative and financial) prepared and shared with managers and programme staff
 - Schedule is monitored and managers and programme staff provided with assistance to meet scheduled timelines
 - Quality standards for programme and funding acquittal reporting maintained

5. Provision of Timely and Accurate Reports ensured

- Timely, relevant and accurate Finance and Corporate Services reports ensured
 - P&L Statement
 - Balance Sheet
 - Bank Reconciliations
- Financial reports that meet the needs of the Fund Manager, Board and relevant stakeholders
 - Financial analysis reports, including for reporting against the organisational performance measures
 - Monthly financial analysis across funding sources
 - Quarterly/Periodic reports
 - Activity/Programme spending tracked and reported on to relevant stakeholders/donors
 - Timely vetting and submission of grantee financial reports for facilitation of tranche payments
 - Spending performance against PMS
 - Accuracy and integrity of reports are maintained
 - Reports are timely and presented with clarity and relevance
- Fund Manager is always informed in a timely manner where un-resolved issues in financial management and/or governance may impact on WFF's efficiency or service to members.
- Increase in project funding allocation achieved
- Quarterly reports are complete and clear, and provide the Fund Manager and Senior Program Manager effective support for decision making
- Work plans are developed, implemented, and monitored in a timely fashion

6. Effective Human Capital Management

- Recruitment for activities are effectively coordinated
 - Role descriptions for various positions accurately developed and reviewed
 - Internal recruitment effectively coordinated
- Oversight and management of an effective Training programme and Training Needs Analysis (TNA) carried out periodically.
- Induction training developed and implemented
- Effective management of Finance team ensured including coaching of staff

Outcomes

- WFF policies and procedures developed, reviewed and continuously refined

7. Effective Office Administration

- Office premises, equipment, furniture and fittings and all other assets including fleet are effectively managed
- Efficient management of office logistics and administration ensured
- ICT is reliable and up to date, and managed in conjunction with ICT service providers
- Logistical arrangements for meeting and conferences efficiently coordinated with relevant teams

8. WFF's reputation and value standards demonstrated and promoted

- Teamwork encouraged and promoted for the benefit of WFF
- Monitor and encourage team members to uphold reputation and value standards

Responsibilities - Critical Competencies

Competence

Description

Business

Strategic Development	Translate the strategic direction into action-oriented strategies and plans.
Risk Management	Develop a risk management plan.
Planning	Develop an operations plan to define specific objectives.
Resource Management	Establish and adjust the resource levels to achieve organisational targets and objectives
Systems and Procedures	Undertake defined modifications/reviews to procedures; draft manuals/instructions.
Information Analysis	Evaluate options and make decisions / recommendations based on information provided.
Documentation	Present information in a report that explores the links between the issues and draws conclusions.

Stakeholder

Stakeholder Commitment	Anticipate and devise solutions to meet the stakeholders' future requirements.
Commercial Focus	Analyse the cost aspects of a work area / project and determine its commercial viability
Relationship Building	Build long-term relationships working as a trusted advisor.
Quality Focus	Monitor/audit quality standards: provide guidance and direction to staff on quality standards.

People

Competence	Description
Leadership	Involve the work groups in developing and delivering on the performance objectives while sharing ownership of the accountabilities.
Facilitation	Ensure work delegated is completed in an effective and timely manner, accepts accountability.
Problem Solving	Address the wider implications, consequences or causal relationships in a non-routine problem
Learning	Monitor employee development and align training and development to meet the organisational goals.

Professional

Technical Strength	Develop the technical solution for a situation using fundamental principles and theory - technical adviser.
Compliance	Investigate/audit and report on compliance issues.
Financial Application	Propose solutions based on financial analysis of historical and future trends.
Mathematical Reasoning	Determine appropriate mathematical or statistical method to solve a non-routine problem.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Public Administration and Management, Degree in Business, Finance or Accounting	

Desirable

Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance, Business Administration
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Work Knowledge and Experience

7 to 10 years of relevant experience in the areas of finance, operations, contract management and HR, with a minimum of 5 years in a leadership role

5 to 7 experience in financial budgeting and financial analysis

Excellent Working knowledge of and experience in MYOB and other Accounting Software

Demonstrated working knowledge of the development/donor sector

Demonstrated experience in managing internal and external audits

Requirements

Language Proficiency

Excellent command of written and spoken English

Professional Associations

Chartered Professional Accountant (CPA)
Membership of appropriate Professional Institution
Fiji Institute of Accountants (FIA)
Fiji Human Resources Institute (FHRI)

Regulatory Compliance Requirements

Driver's License
Police Clearance

Interactions

Interaction

Comments

External

Suppliers
Donors
Statutory Authorities
Taxation Authority
Prospera International Network of Women's Funds

Internal

All Staff
Board of Trustees
Fund Manager
Governance Board
Grants Committee

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfils an obligation before or at a previously designated time

Interpersonal Styles

Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.
Forthright	Speaks out frankly without hesitation, showing a direct manner.

Attributes

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Challenger	Queries, tests information/beliefs and provokes thought.
Decisive	Reaches conclusions, promptly and firmly.
Initiative	Takes action and makes decisions without the help or advice of other people.
Numerate	Shows abilities in quantitative thought and expression.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.