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| <b>Position Title:</b>   | Finance Manager                          |                                |
| <b>Level and Salary:</b> | TFA Level 3                              | \$25,038 to 37,232             |
| <b>Employer</b>          | TFSP2 Project -May/June                  | TFA July '25 (3 year contract) |
| <b>Location:</b>         | Funafuti                                 |                                |
| <b>Reports to:</b>       | The Deputy Director - Corporate Services |                                |
| <b>Supervises</b>        | The Finance Assistant                    |                                |

**Position summary:**

The Finance Manager is responsible for managing the funds of the Fisheries Authority.

**Main responsibilities:**

The post holder will oversee all aspects of the Authority's financial operations including budgeting, financial reporting, cash flow management, compliance with regulations, and providing financial reports to Management and the Board.

**Main duties:**

Under the supervision of the Deputy Director – Corporate Services:

*Financial Planning and Analysis:*

- Create and manage budgets for different departments and projects to develop an overall budget for the Authority.
- Develop financial forecasts and projections to inform management.
- Analyze financial data to identify trends, areas for improvement, and potential risks.
- Prepare regular financial reports including income statements, balance sheets, and cash flow statements.

#### *Accounting Operations:*

- Oversee day-to-day accounting functions such as accounts payable/receivable management, payroll processing, and bank reconciliations.
- Oversee the preparation and lodgement of Income Tax, Provident Fund and other statutory obligations.
- Ensure accurate and timely recording of all financial transactions.
- Monitor compliance with the Authority's Financial Regulations and relevant national legislation.

#### *Financial Reporting and Analysis:*

- Prepare comprehensive financial reports for senior management and stakeholders.
- Identify areas for cost reduction and operational efficiency.

#### *Compliance and Risk Management:*

- Stay updated on relevant financial regulations and ensure compliance with tax laws.
- Implement internal controls to mitigate financial risks.
- Coordinate with external auditors during the audit process.

#### *Strategic Support:*

- Collaborate with sections and projects to provide financial insights and support decisions.
- Evaluate potential investments and new business opportunities.
- Assist in developing long-term financial strategies and plans.
- Any other duties as directed.

#### **Special Conditions**

- The successful applicant may need to be on-call outside normal working hours to approve payments and ensure that the Authority's finance needs are met.

#### **Person Specifications:**

##### *Essential minimum requirements:*

##### Qualifications/experience

- A degree level qualification in accounting, business administration or a related field
- At least 2 years' experience in an accounting or finance role with significant responsibilities

##### Skills and Abilities

- Proven experience in financial management, preferably in the private sector or project management
- Good understanding of accounting principles and financial analysis techniques
- Proficiency in accounting software, preferably QuickBooks, and the use of MS Excel
- Good communication and presentation skills to convey financial information to non-financial stakeholders
- Ability to work independently and manage multiple priorities.