



## BA TOWN COUNCIL

# HEAD OF FINANCE & ADMINISTRATION ROLE DESCRIPTION

## MUNICIPAL COUNCIL

### ABOUT THE JOB

|                   |                                             |
|-------------------|---------------------------------------------|
| <b>Job Title</b>  | <b>Head of Finance &amp; Administration</b> |
| Contract duration | Three (3) years                             |
| Reports to        | Chief Executive Officer                     |

### ABOUT BA TOWN COUNCIL

#### Our Vision

To enhance business and community development in Ba District through social, economic, sustainable and Green methods.

#### Our Mission

- To deliver the statutory responsibilities of the local government.
- To facilitate access to a healthy and green environment.
- To promote health, welfare and convenience of the people of Ba.
- Provide a well maintained range of Community leisure and recreation facilities for the enjoyment of the Community.
- To promote more investments and developments for the district and create employment opportunities.
- To work hand in hand with business house to further develop business in Ba
- To improve infrastructure and amenities in Ba Town.
- To create disaster resilient community

#### Values

Ba Town Council's work will be governed in accordance with the Local Government Act and other related Acts and Regulations, Council will take respective actions to ensure that the Council is in line with the Central Government.

Furthermore, council will implement and enforce relevant Local Government and Town Planning Legislations and by-laws to enhance business and community development which confines to Social, Economic, Sustainable and Green method growth.

### THE POSITION

Ba Town Council invites suitably qualified and eligible applications for Head of Finance & Administration for the Ba Municipality.

The Reporting Responsibilities are:

- **Reports to:** Directly reports to the Chief Executive Officer
- **Liaises with:** The Chief Executive Officer and all other Department Heads and Sub-Heads, Stakeholders, other agencies, NGO's
- **Subordinates:** Finance & Administration Officers, Information Technology Officer, & HR Officer.
- **External Relationships:** Special Administrators, Government Ministries and Permanent Secretaries, Heads of Departments, Heads of Statutory Bodies, Newspapers Editors and Journalists, Vendors, Auditor General, CEO of other municipal Councils, External Auditors, Financial Institutions.

## **ROLE PURPOSE**

The Head of Finance and Administration is responsible for the provision of professional internal services for Ba Town Council including, and not limited to:

- Financial & Administration Management
- Human Resources Management
- Information Technology
- Events, Public Relations and Media.

## **KEY RESPONSIBILITIES**

### **Financial Management**

- To ensure timely preparations of recurrent and capital budgets to meet statutory deadlines.
- Timely preparation and submission of monthly financial reports and commentary against budget to the CEO.
- Timely completion of audited Annual Accounts as required under the Local Government Act.
- Incorporate recommendations from Audit reports into Councils finance and accounting operations.
- Regular planning of financial sectional functions through Sectional heads at least weekly.
- Plan, construct, and ensure implementation of effective internal control policies, systems and procedures.
- Setting long term finance strategies for the Council.
- Oversee the collection and accounting of all Council revenue.
- Maximise the collection of all Council revenue and reduce Council arrears.
- Innovatively increasing revenue base.
- Oversee the Council procurement, expenditure and insurance management functions.
- Risk assessment and management of risks across all council assets, operations and developments.
- Effectively communicate and present the critical financial matters to the council for consideration.
- Prepare projects and capital expenditure appraisals with Cost Benefit Analysis and Business Case.
- Prepare project papers and submission papers to line ministry and cabinet for approvals.
- Directs financial strategy, planning and forecasts; providing advice on the same to Chief Executive Officers and the Councils.
- Studies, analyzes and reports on trends, opportunities for expansion and projection of future growth of the Councils.

### **Human Resources Management**

- Provides advice and assistance to the Chief Executive Officer and other Head of Departments on human resources management.
- Oversee the development and implementation of an effective recruitment, resource planning and training system.
- Direct the development and implementation of effective policies and systems of remuneration, performance management, reward and recognition.

- Oversee the management of employment relations and ensure effective relationships with employee representatives and bargaining agents and advises senior management on employee relations and contract issues.
- Advises the Management Team on employment conditions and occupational safety and health issues.
- Direct the management of Collective Employment Contract negotiations and represents the Council in informal and formal disputes processes and forums. Design and conduct short courses to up-skill staff on policy and procedures and any changes.
- Prepare and implement a succession plan for the Department and deploy a skills and knowledge transfer plan.

### **Information Technology Services**

- Provides advice and assistance to the Management Team in information technology management.
- Oversee the development, implementation and maintenance of the Council information technology system.
- Ensure the systems are optimised to maximise synergy, effectiveness, efficiency and economy.
- Effectively direct the planning and implementation of information technology development projects to achieve the Council goals.
- Oversee the management and maintenance of all systems to agreed customer requirements.
- Direct the planning and maintenance of appropriate networks and communications system for the Council.
- Manage relationships and oversee the conduct of transactions with external suppliers to maximise effectiveness, efficiency and economy.
- Identify and advise on information technology training requirements for the Council.

### **Events, Media & Public Relations**

- Oversee the planning, organizing and coordination of official Council events.
- Direct the management of relations with media, Government and other major stakeholders to facilitate the achievement of the wider objectives and interests of the Council.
- Oversee relations with local and international agencies.
- Oversee the coordination and monitoring of strategic and corporate planning within the Council.
- Assist with external and internal coordination of programs including public relations.
- Oversee the proper and timely dissemination of information including website and social media platforms management.
- Direct the coordination of publications and Council events.

### **Department Leadership and Management**

- Prepare, negotiate, monitor and report on operational work plans for the Department.
- Prepare, negotiate, monitor and report on budgets for the Department.
- Measure, monitor, evaluate and improve operational performance within the Department.
- Report to the Chief Executive Officer on overall Department performance and contributions to the achievement of functional objectives.
- Establish performance agreements for direct reports and ensure that these exist for all Department employees.
- Undertake performance management for direct reports and ensure performance appraisal processes are carried out for all Department employees, in accordance with the Council's practices and policies.
- Maintain and develop the capability of the Department, particularly the level of skills, knowledge and experience required for the Department to meet its responsibilities and identify appropriate training

and development programs to improve and boost Department capacity in achieving its functional goals.

### **Overall Council Management**

- Contribute to the development and communication of the Councils long term strategies and objectives and help monitor their achievement.
- Participate in collective advice and decision making on the Council's operational plans and resource allocations.
- Contribute to change initiatives and programmes and support their implementation.
- Ensure compliance with the requirements of all legal, statutory and organisational policies and controls.
- Developing suitable financial strategies for the Council, investment management, providing necessary financial guidance to the CEO in the areas of budgeting, risk management, insurance and project finance.
- Deputize for the Chief Executive Officer in appropriate circumstances, as and when required.

### **KEY PERFORMANCE INDICATORS**

Performance will be gauged through the following indicators:

1. Timely completion of monthly & yearly Financial Statements and yearly Audits.
2. Reducing Rates Arrears & Timely Debt Collection.
3. Problem Solving and complaints handling.
4. Satisfying customers changing demands.
5. Facilitating demands for socio-economic development for the People's Charter.
6. Quick assessment of the effects of changing circumstances
7. Developing coping strategies that influence the positive contributions of various Sections
8. Spotting conflicts early on and resolving them to the satisfaction of all involved parties.
9. The ability to quickly and independently process ideas and implement changes.
10. Transparency and accountability
11. Internal Budget Control whilst not compromising standards.

### **PERSON SPECIFICATION**

Works activities are unpredictable. The position is a highly complex one involving a lot of problems. Requires a lot initiative and innovative abilities.

**Essential Qualification:** Bachelor's Degree in Accounting/Finance or equivalent.

**Desirable:** Post Graduate Diploma in Accounting/Finance or equivalent.

**Certification:** CA or CPA.

In addition to *an appropriate qualification* the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least 3-5 years' progressive experience in the area of supervision of corporate affairs.
2. Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

3. Working knowledge of software packages related to finance and HR. Up to date knowledge of current financial and accounting computer applications.
4. Excellent verbal, analytical, organizational and written skills.
5. Ability to work independently with limited supervision and promote a team environment with relevant stakeholders.
6. Provide leadership, guidance and support to the Finance and Administration Team.

### **Skills and Abilities**

1. High professional ethics and integrity
2. Good business acumen and interrelation skills.
3. Have good oral and written communication skills
4. Ability to work under pressure and deliver within timeframe
5. Ability to handle difficult situations to achieve positive outcomes
6. General understanding of project financing and contracts

### **YOUR APPLICATION**

To ensure that your application is given due consideration, we request that you submit the following as your application:

- ☐ Your completed Application Form; (attached)
- ☐ A covering letter (no longer than 2 pages) outlining how you meet the knowledge, skills and abilities outlined in the Job Description
- ☐ A full curriculum vitae, which should be no more than 4-6 pages in length and which includes the names of two referees.

Please email the Application Form, your Covering Letter and Curriculum Vitae to **Ms Priya Singh** – [priyas@batowncouncil.com.fj](mailto:priyas@batowncouncil.com.fj) by 3.00pm, 02 November 2021.