

Job title	Team Leader Financial Reporting
Grade	3C
Business Unit	Finance
Reports to	Manager Finance
Location	Suva

Job purpose

To ensure proper control over reconciliations (bank/general ledger), monthly management accounts, month-end and year-end closing process, application of accounting policy and International Financial Reporting Standards and, assisting management in the preparation of the Fund and 100% owned subsidiaries annual financial statements and group consolidation.

Duties and responsibilities

- To oversee the day to day activities of direct reports and setting clear goals as well as delegating tasks with deadlines.
- To assist management in the review of monthly bank reconciliation and general ledger reconciliation.
- To oversee the timely preparation of monthly management accounts in line with set timelines in the Finance manual/Finance policy.
- To prepare the Fund's half year, Annual Statutory Accounts and FNPF Group consolidation.
- To oversee the timely completion of month-end and year-end closing of accounts.
- To oversee the periodic review and maintenance of all Funds (Fund/RIF/SDBF).
- To review the journals in details ensuring accuracy and legitimacy of journals including appropriate audit trails are maintained
- To assist Management in ensuring aligned chart of accounts between FNPF and 100% owned subsidiaries for ease of group consolidation and reporting.
- To assist management in applying new international financial reporting standards issued by the International Accounting Standards Board (IASB) from time to time.
- To oversee the application of financial models and analysis in monthly performance reporting.
- To assist management in resolving accounting issues and audit discrepancies/irregularities within own responsibility.
- To assist management in the provision of information for audit purpose during audit and ensuring smooth audit process until completion.
- To conduct regular system and process audits to ensure control and efficiency and providing feedback for improvements, where necessary.
- To assist management in creating an inspiring team environment with an open communication culture.
- To monitor team's performance and outlining development plans through identifying training needs and providing regular feedbacks.
- To encourage innovation for process improvement.
- To oversee all activities including accountabilities within own responsibility are carried out in compliance with the Accounting policy, Finance policy and Finance manual.
- Perform any other duties assigned by Manager Finance and Chief Financial Officer

Education & Experience

- Degree in Accounting, Finance or equivalent.
- At least 3 years' experience in a supervisory role with financial reporting/accounting skills.
- Must be a Chartered Accountant or have a CPA accreditation. CPA is desirable.

Key Competencies

- Knowledge of accepted accounting & auditing practices, basic economic principles and applicable laws and regulations.
- Knowledge of and practical application of International Financial Reporting Standards for Defined Contribution Scheme.
- Knowledge of taxation and tax regulations, RBF supervisory policies and FNPF Act.
- In depth knowledge and understanding of the Funds products, services and procedures.
- Knowledge and understanding of ProMIS system would be an added advantage.
- Excellent customer service and effective communication skills.
- Good organizational, interpersonal, and problem solving skills.
- Proven excellence in team work.
- Ability to handle pressure and being creative.
- Ability to multi-task, priorities, and manage time effectively.
- Highly motivated and enthusiastic.

Reporting Structure

Direct Reports: Senior Financial Accountant (1) & Accountant (2)

Indirect Reports: None

Authority Levels

Financial: None

Staff: None

Contractual: None

Internal & External Contacts

Internal Contact

- All Departments
- Manager Finance
- Staff as required

External Contacts

- External Auditor
- General Public

Working conditions

The incumbent may be required, to from time to time, to work late hours or during weekends, including travelling to other FNPF branches & agencies.