



**Tango Tutara O Te Ture**  
**(Ministry of Justice)**  
**GOVERNMENT OF THE COOK ISLANDS**  
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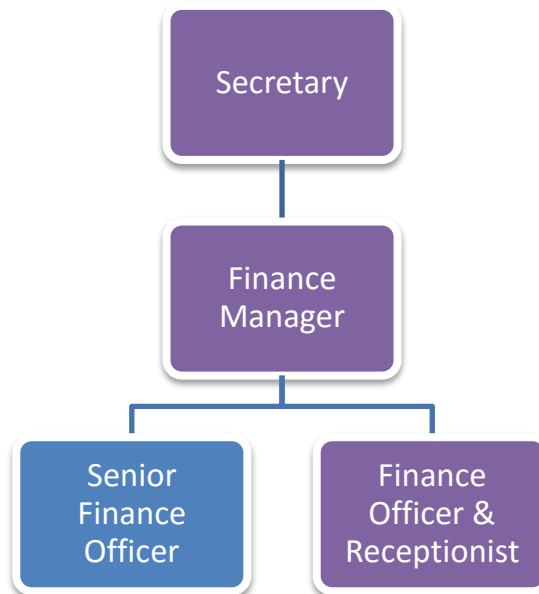
## POSITION SUMMARY

<b>Job Title:</b>	Senior Finance Officer
<b>Division:</b>	Corporate Services
<b>Responsible To:</b>	Finance Manager
<b>Responsible For:</b>	1
<b>Job Purpose:</b>	<p>The role of the Senior Finance Officer is to deliver the financial management and reporting of the Ministry of Justice. This is a senior role requiring specialized skills and knowledge of accounting, financial analysis, investment, banking, and policy implementation, while ensuring accuracy, timely reporting, and fiscal efficacy in support of Ministry operations.</p> <p>The position must work at a high level of competence in accounting principles to ensure all revenue and expenditure are accounted for and documented in compliance with relevant legislation, regulation, policies and procedures in an environment moving towards greater use of available technology.</p>
<b>Job Classification:</b>	Function: Technical, Service delivery and Business support Job band: G Jobwise Code: T4 – Mid-level Specialist
<b>Date updated:</b>	April 2019

## AGENCY VISION

“For a **safe, secure, just** and **fair** society with a **trusted** land management and information and register systems”

## ORGANISATIONAL STAFFING STRUCTURE



## KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p><b>1. Policy Advice &amp; Filing System</b></p> <ul style="list-style-type: none"> <li>• Assist in the development and implementation of financial policy for Ministry of Justice in accordance with MFEM, PSC, PERCA, and Audit requirements and applicable accounting standards.</li> <li>• Support the Finance Manager in the provision of timely financial advice to Secretary and senior management to facilitate sound management decision making and developing innovative solutions to achieve Ministry plans' (including Business Plan and Strategic Plan) goals within budget parameters.</li> <li>• Provide timely advice and financial information to Secretary, Finance Manager and senior management when requested, and consult with Finance Manager the provision of advice when there are changes in Ministry operations or applicable legislation, regulations, and government policy.</li> <li>• Provide financial support and input into Ministry-wide planning and operational processes, including financial forecasts and financial analysis.</li> <li>• Develop, implement and maintain a records and filing system compliant with parameters established by the Financial Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Ministry financial policies and procedures updated and consistent with legislative and regulatory requirements, and best practices.</li> <li>• Timely provision of financial information to allow completion of Business Plan and Budget and proper allocation of financial resources to achieve Ministry Plans' goals.</li> <li>• Accurate advice and financial information is provided within agreed parameters.</li> <li>• Performance management targets are met and financial information provided is accurate.</li> <li>• A records and filing system is regularly maintained.</li> </ul>
<p><b>2. Accounting and Financial Management</b></p> <ul style="list-style-type: none"> <li>• Administer Ministry finances to ensure quality, transparency, accuracy, and legislative and regulatory compliance of Ministry operations.</li> <li>• Support the development and maintenance of a robust financial management system that smoothly integrates the accounting, financial, reporting, and operational needs of all divisions of the Ministry including offices in the Pa Enuu.</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver the following:               <ol style="list-style-type: none"> <li>a) All payment vouchers are prepared and properly approved.</li> <li>b) The Fixed Asset Register is regularly updated.</li> <li>c) All prescribed fees are paid and reconciled.</li> </ol> </li> </ul>

<ul style="list-style-type: none"> <li>• Maintain the Ministry investment policy for trust funds and ensure compliance with legislation (including MFEM Act Part 9 and 10, Sections 43-51).</li> <li>• Reconcile all revenue daily, timely process all payments, and regularly reconcile all accounts within established procedures.</li> <li>• Administer all funds and reparations ordered by Court for repayment to payee or second party.</li> <li>• Negotiate rates and costs of goods and services with local and international service providers in consultation with the Finance Manager.</li> </ul>	<ul style="list-style-type: none"> <li>d) Unclaimed trust funds payable to Crown is processed annually.</li> <li>e) Approved leave applications are properly recorded and reconciled.</li> <li>f) All trading revenue is accounted for.</li> <li>g) Account signatory authorities are updated.</li> <li>h) VAT returns and other taxes are processed.</li> <li>i) All ledgers and financial records are accurate and complete.</li> <li>j) Timesheets are timely submitted to MFEM.</li> <li>k) Judiciary (Judge, Jury, Justice of the Peace, Coroner, tribunal and board members) payments are processed.</li> <li>• Financial information and records are properly and accurately updated and verified in the Ministry financial management system.</li> <li>• Ministry investment policy is supported with defined procedures and there are no breaches to the policy.</li> <li>• Revenue is reconciled daily and there is no delay resulting in late payments.</li> <li>• Reparation payments are processed and records are updated.</li> <li>• MFEM purchasing policies are followed without undue delay.</li> </ul>
<p><b>3. Managing People</b></p> <ul style="list-style-type: none"> <li>• Under the direction of the Finance Manager, support the management of staff in the financial section of the corporate services division in accordance with Ministry plans and policies, applicable PSC policies, and approved performance management plans and agreements.</li> <li>• Implement the Ministry performance management plan, training and development plan, business plan, strategic plan, disaster risk management plan, and communications plan.</li> <li>• Supporting training of financial staff, outer island staff, and other staff administering the</li> </ul>	<ul style="list-style-type: none"> <li>• All financial staff are aware of applicable PSC, MFEM, PERCA, Audit and Ministry policies.</li> <li>• All financial staff have current performance management agreements.</li> <li>• Relevant staff are regularly trained and a procedure manual is regularly updated.</li> <li>• Corporate division financial staff leave is</li> </ul>

<p>land trust and law trust accounts in Ministry financial processes and operations.</p> <ul style="list-style-type: none"> <li>• Inform and consult with Secretary and HR &amp; Asset Manager in relation to any management issue.</li> <li>• Support the Secretary, Finance Manager and senior management in resolving conflicts related to work related issues.</li> <li>• Take on responsibilities of Finance Manager and Finance Officer &amp; Receptionist in their absence or vacancy.</li> </ul>	<p>managed within applicable policy.</p> <ul style="list-style-type: none"> <li>• Secretary, Finance Manager and senior management are provided with accurate and relevant financial information and management support to resolve work related issues.</li> <li>• Financial responsibilities and duties of Corporate Services division are met and managed during staff absence or vacancy.</li> </ul>
<p><b>4. Reporting and Consultation</b></p> <ul style="list-style-type: none"> <li>• Comply with all reporting requirements under the MFEM Act and policies, PERCA, PSC, Audit, and Ministry of Justice legislation and policies, including supporting the compilation and timely submission of monthly variance reports and annual reports to the Secretary for signing off and final submission to MFEM.</li> <li>• Monitor expenses, receipting, and accounts and alert the Finance Manager and Secretary to discrepancies, errors, and concerns.</li> <li>• Consult with divisions and Pa Enea offices on budget and facilitate any banking and financial reporting.</li> <li>• Support the Finance Manager in interfacing with auditors and meeting any audit requirements.</li> <li>• Provide financial reports to Secretary, Finance Manager, and senior management regularly and as requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Variance Reports and Annual Reports are timely completed and submitted within MFEM timeframes.</li> <li>• Timely reporting of discrepancies, errors, and concerns.</li> <li>• An improved annual audit and management report result.</li> <li>• Financial reports provided within agreed parameters.</li> </ul>
<p><b>5. Customer Service and Risk Management</b></p> <ul style="list-style-type: none"> <li>• Respond to financial enquiries under the MFEM, PERCA, and PSC Act.</li> <li>• Respond to grievances relating to delivery of services in the receipting and payment of any accounts, including the land trust and law trust.</li> <li>• Assist in responding to requests under the Official Information Act, in consultation with Secretary and Finance Manager.</li> <li>• Assist Judiciary (Judges, Justices of the Peace, Coroner, Board and Tribunal members) with payment enquiries and logistical advice.</li> <li>• Attend to all customer requests and enquiries both locally and internationally including email and telephone enquiries and enquiries by lawyers and advocates on behalf of their clients.</li> <li>• Ensuring delivery of administrative financial services to staff and general public within performance management agreements.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely respond to enquiries (including phone and email) within set parameters.</li> <li>• Customer Satisfaction.</li> <li>• Performance management targets are met.</li> </ul>

<p><b>6. Systems development</b></p> <ul style="list-style-type: none"> <li>• Assist with the development and implementation of IT systems that improve financial management and expand Ministry capabilities and efficiencies (e.g. implementing EFTPOS and online payment methods).</li> <li>• Assist with the development and maintenance of financial policy and standards consistent with applicable anti-money laundering standards and fiduciary duties.</li> <li>• Assist in identifying and securing alternative sources of funding in consultation with Secretary and the Finance Manager.</li> <li>• Assist Secretary and Finance Manager with processing Legal Aid payments consistent with the Legal Aid legislation and any applicable regulations and suggesting process improvements where relevant.</li> <li>• Undertake feasibility studies at the direction of the Secretary and report on the viability of proposed initiatives.</li> <li>• Undertake any project or task assigned by the Secretary or Finance Manager that is reasonably expected to support the Ministry.</li> </ul>	<ul style="list-style-type: none"> <li>• Identified IT solutions are implemented and supported.</li> <li>• Compliant with applicable AML financial policies and procedures.</li> <li>• Accurate financial information is provided in the preparation of funding proposals.</li> <li>• Legal Aid payments are timely processed within set parameters.</li> <li>• Feasibility Studies are provided within agreed parameters.</li> <li>• Projects and tasks are completed within agreed parameters.</li> </ul>
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**WORK COMPLEXITY**

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Preparing accurate and timely monthly reports involving multiple accounts (investments, trusts, trading, operating and administered payment funds) across offices in Rarotonga and 11 outer islands.
2	Reconciling revenue where disparate systems are being used across divisions and the Pa Enua for one of the highest trading revenue generating Ministries in government.
3	Negotiating with service providers and ensuring operational support of the Ministry is maintained within approved budget expenditure ceilings.
4	Ensuring cashier and collection services are always available, banking and reconciliation is completed daily, Ministry payments are made on time, and proper records are maintained within MFEM, PERCA, Audit, and Ministry of Justice requirements.

**AUTHORITY**

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

<b>Financial</b>	Preparation of financial reports and Co-signing authority on all Ministry accounts
<b>Staff</b>	Supervise one staff.
<b>Contractual</b>	No

**FUNCTIONAL RELATIONSHIPS**

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal	Nature of Contact	External	Nature of Contact
Secretary of Justice	<b>Medium:</b> Providing financial advice, analysis, and reports.	Service Providers	<b>Routine:</b> Arranges payments, receipting, and

<p>Finance Manager, and Finance Officer &amp; Receptionist</p>	<p>Developing budget, annual reports, and other Ministry plans. Supports delivery of external reports in compliance with MFEM and PSC requirements.</p> <p><b>Heavy:</b> Supervises and trains Finance Officer &amp; Receptionist. Coordinates daily payments, receipts, banking and cashier duties. Assists with forecasting and reporting, and assumes responsibilities in their absence.</p>	<p>MFEM, Tax Authority, Audit, PSC, PERCA.</p> <p>Other Government Ministries and Agencies</p>	<p>reconciliation in compliance with MFEM, PSC, and Audit requirements.</p> <p><b>Routine:</b> Creates reports, executes payments, and lodges filings in compliance with MFEM, PSC, and PERCA legislation and Audit requirements.</p> <p><b>Routine:</b> Manages payments relating to services provided through Ministry of Justice, and Ministry of Justice services provided through other Ministries (e.g. Ministry of Foreign Affairs and Immigration fees incurred through BDM searches, and fees collected via the Auckland consulate office).</p>
<p>Judges, Justices of the Peace, Coroner, board and tribunal members</p>	<p><b>Medium:</b> Prepares payments, provides logistical advice, and resolves issues consistent with legislation, policy, and established expenditure guidelines.</p>	<p>Lawyers and General public</p>	<p><b>Routine:</b> Facilitates receipting and payment of security costs and reparation payments. Ensures proper fees charged and accounted for. Responds to general enquiries, provides advice, and facilitates OIA requests. Facilitates legal aid payments.</p>
<p>Registrars, Deputy Registrars, Chief Surveyor</p>	<p><b>Heavy:</b> Prepares payments, provides financial advice, monitors, assists with coordinating, and reconciling spending, banking, investments, and receipts across all divisions. Reports on and monitors the land trust accounts and law trust accounts.</p>	<p>Banks</p>	<p><b>Routine:</b> Ensures compliance with Ministry investment and banking policies and interfaces with banking institutions, and information sharing to facilitate payments and reporting.</p>
<p>Pa Enea offices</p>	<p><b>Medium:</b> Manages and coordinates payments, receipting, and banking of Ministry outer island office finances.</p>		
<p>All Ministry staff</p>	<p><b>Medium:</b> Assists in resolving staff issues relating to remuneration and leave entitlements.</p>		

## QUALIFICATIONS

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

<p><b>Essential: (least qualification to be competent)</b></p>	<p><b>Desirable: (other qualifications for job)</b></p>
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<ul style="list-style-type: none"> <li>• A bachelor's degree in accounting or finance.</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate qualifications in finance, accounting, or business management.</li> </ul>
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## EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
4 – 5 years of work experience in advanced accounting or financial role.	5 – 8 years of work experience in advanced accounting or financial role.

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	<ul style="list-style-type: none"> <li>• Knowledge of IPSAS accounting standards</li> <li>• Keen understanding of and ability to timely meet MFEM, PERCA, PSC, and Audit reporting requirements and policies.</li> <li>• Ability to manage finances in a public service context.</li> <li>• Proven ability in collating factual information and producing reports, including financial analysis and forecasts.</li> <li>• Understands Ministry of Justice policies and procedures, role and functions, and committed to public service.</li> <li>• Excellent attention to detail.</li> <li>• Takes ownership and acknowledges important outcomes of decisions.</li> <li>• Ability to negotiate and solve problems quickly.</li> <li>• Highly developed written and oral communication skills, preferably both English and Maori.</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Ability to develop and implement policy and guidelines.</li> <li>• Communicates with clarity and vision, actively listens to others and responds with respect.</li> <li>• Knowledge of Ministry of Justice prescribed fees, and court processes involving payments to and from the Ministry.</li> <li>• Knowledge of Microsoft Office suite (Word, Excel, Powerpoint, Access).</li> <li>• Understanding of AML/KYC standards and trustee fiduciary responsibilities.</li> <li>• Models high level of accuracy, professionalism, and dedication to high performance and ethical behaviour.</li> <li>• Ability to work in harmony with conflicting perspectives and diverse activities in a large organization.</li> <li>• Ability to manage people.</li> <li>• Ability to work both independently and cooperatively.</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Knowledge of implementing online payment methods (e.g. wire transfer, credit card and EFTPOS).</li> <li>• Knowledge of the Official Information Act 2008, Legal Aid Act 2004, Public Money and Stores Act 1987, and the High Court Fees, Costs and Allowances Regulations 2016.</li> <li>• Knowledge of Microsoft Windows operating system interface and basic IT troubleshooting.</li> <li>• Average computer typing speed of at least 36 words per minute.</li> <li>• Knowledge of accounting software packages (e.g. MYOB, Reckon, FMIS) and point of sale software.</li> <li>• Knowledge of banking services and processes of Cook Islands licensed domestic banks.</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of the Cook Islands culture, language, protocol and history for engagement, including safe appropriate communication.</li> <li>• Able to think on one's feet and has a sound sense of judgement.</li> <li>• Sound judgement, integrity and an ability to handle confidential and sensitive information.</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Familiarity with legislation enabling services provided through the Ministry of Justice.</li> <li>• Understands the workings of government.</li> <li>• Recognises the boundaries between politics, governance and management and acts accordingly.</li> <li>• Applies understanding of the unique and special nature of the Cook Islands to decisions and actions.</li> </ul>

## CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

### Approved:

\_\_\_\_\_

HoM/Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date