



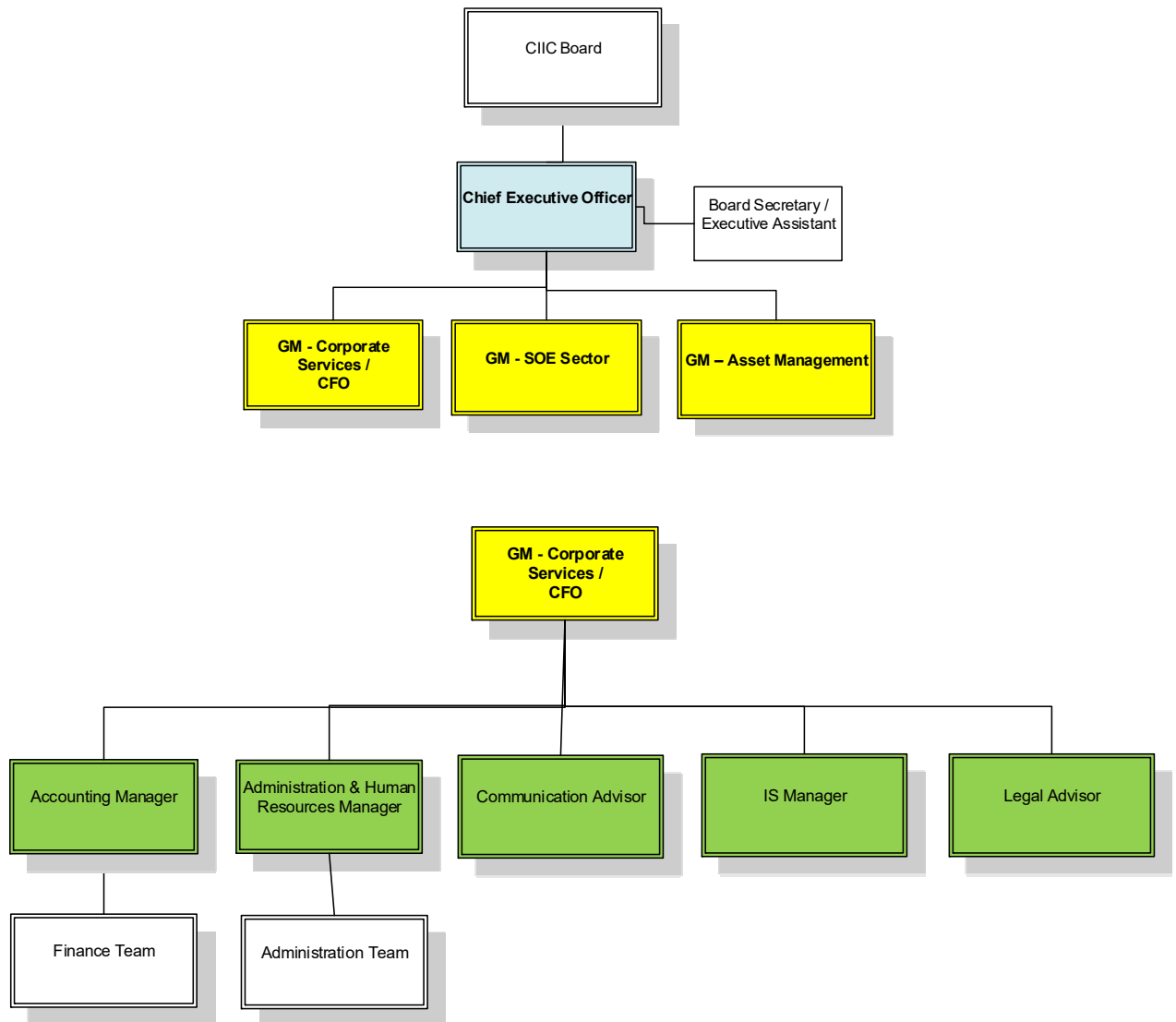
# COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

## JOB DESCRIPTION

<b>Job Title:</b>	<b>General Manager Corporate Services / Chief Financial Officer</b>
<b>Division</b>	Corporate Services
<b>Responsible To:</b>	Chief Executive Officer
<b>Responsible For:</b>	<p>Leading the finance, policy and planning development process, public consultation, funding and budgeting processes, human resources and workforce development, information technology &amp; systems and development partner relationships.</p> <p>One Finance Direct Report Staff Member (Accounting Manager) and Two Indirect Report Finance Staff Members (2 x Senior Finance Officers).</p> <p>One Administration/ HR Direct Report Staff (Administration / HR Manager) and numerous Indirect Report Finance Staff.</p> <p>One Communications Direct Report Staff Member (Communications Advisor).</p> <p>IS Manager</p> <p>Legal Advisor</p>
<b>Job Purpose:</b>	<p>Providing strategic corporate and financial advice and analysis to the Chief Executive Officer and Board of the Cook Islands Investment Corporation on the strategic, corporate, policy, financial performance, position and plans of the Corporation and its subsidiaries.</p> <p>This role will also provide leadership in budget and estimate development, coordinate all strategic planning activities, collaborate with CIIC Group, and drive the future workforce development of the Group.</p>
<b>Date:</b>	18 January 2021

## ORGANISATION CHART:



## **CONTEXT FOR THIS ROLE**

The Corporation was established under the Cook Islands Investment Corporation Act 1998. The Corporation is responsible for ensuring the overall effective management and development of key assets of the Cook Islands Government, including land, buildings, and state owned enterprises.

The principal objectives of the Corporation are:

- (a) Lead, develop and manage effective asset management in accordance with government legislation and policy;
- (b) Facilitate and support state-owned enterprises to effectively govern and manage public assets for the benefit of Cook Islands people;
- (c) Not to compete or be engaged in trading activities unless -
  - (i) private enterprise is unable or unwilling to do so; or
  - (ii) in the opinion of the Board, it is in the public interest that-
    - (a) the trading activity be provided on a reliable and sustainable basis; and
    - (b) the trading activity be engaged in fairly and equitably.
- (d) Be a good employer as that term is defined in the Public Service Act 2009.

This position was established in late 2017 and was part of the strengthening of the performance of the organisation and of the state-owned enterprise sector. It is a senior executive position that is expected to be committed to building a strong Cook Islands nation, and to the positive development of its people, culture and professional environment. This job description has been amended to reflect the restructuring of the organization that started in early 2019 and the increased scope of responsibilities.

## **POSITION SUMMARY**

- Provide strategic financial advice and analysis to the Chief Executive Officer and Board regarding the financial management, policies, strategies and performance of the Corporations;
- Monitor the financial performance and position of the state -owned enterprises, subsidiaries and other shareholdings, and provide advice on policies and performance;
- Provide oversight of the accounting functions and resources and provide accurate and timely financial information and reports to the Chief Executive Officer, and Boards where required;
- Provide oversight of the administration, HR, communications, information systems and legal functions of the Corporation
- Advise and implement Group initiatives, including procurement and HR initiatives
- Reviews the legislative framework and recommends changes to legislation
- Leads and coordinates policy development, reviews and evaluates service and policy issues and ensures the provision of excellent policy advice to the CEO and Board
- Ensures adequate resources are provided to effectively and efficiently manage human resources and information systems.
- Manages the human, financial and physical resources and is accountable for their cost effective use and ensures that management practices comply with government policies.

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- and Group
- Leads the development of strategic, annual and business planning processes incorporating a collaborative and inclusive approach with CIIC Group.
- Provide oversight of Risk Management functions of the Corporation and Group;
- Provide oversight of the Board secretarial functions of the Corporation; and
- Provide strategic and financial advice and services as part of a shared service to CIIC's subsidiaries and financial services to smaller and infant subsidiaries

#### **KEY RESPONSIBILITIES:**

This position reports directly to the Chief Executive Officer (CEO) of CIIC.

This position is expected to operate as a senior executive member of the Corporation, working closely with the Chief Executive Officer and the Board. The position is also expected to work collaboratively with the senior management of the Corporation, state-owned enterprises, subsidiaries and other shareholdings.

This position is responsible for the oversight of the accounting, finance, administration, HR, communications, information system, legal advisory and Board secretarial functions. The role currently has two direct reports – the Accounting Manager and Administration / HR Manager, with new reports to be added as the new organizational structure is implemented.

Accountability for performance will be effected through monthly reports to the CEO, and an annual performance review on the achievement of key accountabilities in accordance with required standards, and the execution of the required skills, behaviour and personal qualities.

This position has delegated budget authority.

<b>Key Responsibilities</b>	<b>Key Accountabilities</b>
<b>Strategic Analysis and Advice</b> - Provide analysis and advice regarding the financial management of the Corporation and other associated entities	Provide regular analysis of the financial performance and position of the Corporations and associated entities, and of the state-owned enterprises and provide advice on financial strategies, policies and risk management.
<b>State owned enterprises, Subsidiaries and Shareholdings</b> - Monitor, assess and report on their financial performance.	Manage the financial relationship between the Corporations and the SOEs/subsidiaries including reporting and dividends.
<b>Planning</b> - Contribute key financial information to the preparation of strategic plans, budgets and forecasts.	Development of operational forecasts (including cash flow) and budgets, and variance reporting versus established budgets. Advise the Corporations' managers and relevant senior staff generally and for the development of budgets for project proposals

<p><b>Reporting</b> - Ensure the preparation of financial information in an accurate and timely manner in compliance with Generally Accepted Accounting Principles (GAAP), International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards (IFRS).</p>	<p>Preparation and submission of timely and accurate results, reports, budgets, forecasts, analytical commentaries and any other information as required by the Chief Executive Officer, and Boards when required. Ensure compliance with all statutory and tax reporting requirements.</p>
<p><b>Accounting and Finance</b> - Responsible for the establishment, practice and maintenance of appropriate financial systems and internal controls that assures financial management control over the operations of the Corporations and specified entities where shared services is providing the finance function.</p>	<p>Ensure the accuracy and integrity of accounting operations and systems, and compliance with legislation and corporate policies.</p> <p>Manage and provide guidance and support to finance staff.</p> <p>Manage treasury operations, credit control, capital expenditure, and any other tasks as may be required to achieve financial objectives to ensure operations remain within target and minimising risk.</p>
<p><b>Administration</b> – Responsible for the establishment, practice and maintenance of appropriate administration systems over the operations of the Corporations, specified entities where shared services is providing the administration function and undertaking Group administration projects when required.</p>	<p>Ensure administration systems (including contract management and procurement systems) are fit for purpose and adequately resourced. Manage and provide guidance and support to administration staff and contractors.</p>
<p><b>Human Resources</b></p> <p>Manages the human, financial and physical resources and is accountable for their cost effective use and ensures that management practices comply with government policies.</p>	<p>Oversee in conjunction with the CEO, the development and refining of the organisation's HR strategy and policy. Ensure HR systems are fit for purpose and adequately resourced, to deliver for managers and staff. Manage and provide guidance and support to HR staff and contractors.</p> <p>Workforce Plan Development?</p>
<p><b>Communications</b></p>	<p>Oversee in conjunction with the CEO, the development and refining of the organisation's communications strategy and policy. Ensure communications systems are fit for purpose and adequately resourced, to deliver the communications strategy. Manage and provide guidance and support to communications staff and contractors.</p>
<p><b>Information Systems</b></p> <p>Ensures adequate resources are provided to effectively and efficiently manage human resources and information systems.</p>	<p>Oversee the development and refining of the organisation's IS strategy and policy. Ensure IS systems are fit for purpose and adequately resourced, to deliver the IS strategy. Manage and provide guidance and support to IS staff and contractors.</p>

<p><b>Legal/Policy</b></p> <p>Leads and coordinates policy development, reviews and evaluates service and policy issues and ensures the provision of excellent policy advice to the CEO and Board</p>	<p>Oversee and coordinate the provision of legal advice in relation to general legal matters (excluding land legal matters) for the Corporation, and where required across the Group.</p> <p>Oversee the development and refining of organization and broader government policy that there is a CIIC interest.</p>
<p><b>Risk Management</b></p> <p>Provide oversight of Risk Management functions of the Corporation and Group</p>	<p>Advises the CEO on risk management practices and protocols. Plans, designs and implements an overall risk management process in conjunction with the CEO and produces reporting in a timely fashion as agreed.</p>
<p><b>Board Administration/ Secretarial</b></p> <p>Oversight of the Board secretarial functions of the Corporation</p>	<p>Oversees Board administration / secretarial functions in conjunction with the Chief Executive Officers and overseeing Board administration matters including preparing Board packs, minutes, action points, Board work programmes and online resources.</p>
<p><b>Strategic Projects</b></p> <p>Leads the development of strategic, annual and business planning processes incorporating a collaborative and inclusive approach with CIIC Group.</p>	<p>Undertakes and or manages key strategic projects and initiatives as agreed with the Chief Executive, including for example strategic sector work, business integration works and group procurement initiatives.</p>

## FUNCTIONAL RELATIONSHIPS

External	Internal
State-owned enterprises and subsidiary management and staff	Chief Executive Officer, CIIC
Government agencies including Ministry of Finance and Economic Management	Board of Directors and Minister responsible for CIIC
Auditors, including Public Expenditure Review Committee and Audit (PERCA)	Division Managers, and staff
Contractors, consultants (across various Corporate functions)	Accounting Manager, Senior Finance Officer and Administration Manager By delegation: Corporate
Development Partners, funders, financiers	
Stakeholders & General public	

## AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff.

<b>Financial</b>	Yes. Authority to authorise all payments for programmes and projects as per the annual budget allocation
<b>Staff</b>	Yes
<b>Contractual</b>	Yes

## PERSON SPECIFICATION

	Minimum	Preferred
<b>Qualifications</b>	Bachelors Degree in related field with New Zealand & Australia registered Chartered Accountant or equivalent	Post Graduate Qualifications in any of the related field relevant to the Job.
<b>Experience (including years)</b>	At least 5 - 7 years experience in a senior finance and broad corporate executive level positions	10 years of experience working Public and commercial sector experience.Experience working for a multi faceted organisation similar to Corporation.
<ul style="list-style-type: none"> <li>Skills/Knowledge/Behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Well-developed interpersonal skills</li> <li>Strong initiative</li> <li>Strong analytical and problem-solving skills</li> <li>Strong ability to assess and analyse financial and non-financial performance</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Corporation's functions and operations.</li> </ul>

	information and provide advice accordingly <ul style="list-style-type: none"> <li>• Strong policy development skills</li> <li>• Ability to think and act strategically</li> <li>• Understanding of, and commitment to developing the Cook Islands people,</li> <li>• culture and the professional environment</li> <li>• Ability to negotiate complex/</li> <li>• contentious issues using diplomacy and</li> <li>• tact</li> <li>• Excellent time management/organisational skills</li> <li>• Is decisive and takes action at the opportune time</li> </ul>	•
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Results orientated</li> <li>• Values relationships and opinions of others</li> <li>• Collaborative team player</li> <li>• Flexible and adaptable to changing circumstances and demands</li> </ul>	

**Approved:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date