



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	Accounting Specialist
Division:	Finance
Responsible To:	Accounting Manager (AM)
Responsible For:	Nil
Job Purpose:	Responsible for the effective and efficient delivery of financial information to the AM and Central Finance, the CIGPC Group, specified Statutory Controlled Entities and regulatory stakeholders
Job Classification:	N/A
Date updated:	13 September 2022

AGENCY VISION:

The vision that CIIC aspires to contribute to is:

Te au apinga puapinga te ka tauturu i te iti-tangata Kuki Airani.
“Quality assets that serve the Cook Islands people.”

A longer version of the CIIC vision has also been developed to provide better context

Tau meitaki no te akakoro’anga, akatuke atu i te au apinga no te katoatoa te ka oronga mai, tauturu mate akameitaki atu i te turangaora’anga o te iti-tangata Kuki Airani.

“Fit for purpose, transformational public assets that deliver, serve, and improve the wellbeing of the Cook Islands people, in harmony with our culture and our environment.”

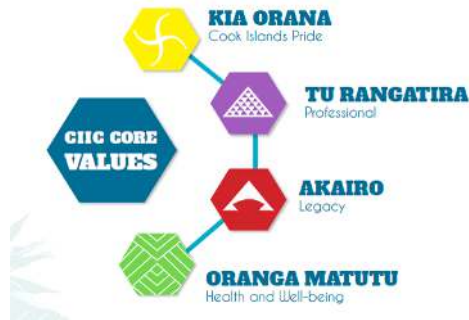
CIIC’s vision (quality assets that serve the Cook Islands people) has a very wide remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National vision and national development sustainable plan.

CIIC’s vast scope of responsibility includes:

1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure and enterprises including Avaroa Cable,
7. Facilities management including Punanga Nui Market; and
8. Seabed mineral assets and enterprises

The CIIC has a vast scope of responsibilities with technical ownership of all crown assets and contributing to national development across a number of areas.

AGENCY VALUES:



ORGANISATIONAL CHART:



KEY RESULT AREAS (KRA'S)/ OUTPUTS:

KRAs for this position	Key Performance Indicators
<p>Reporting</p>	<p>Year End</p> <ul style="list-style-type: none"> • Preparation of Annual Financial Statements for CIIC Group, CIIC Parent, the CIGPC Parent and specified Statutory Controlled Entities; • Ensure that the presentation and disclosures of the annual reports match the requirements of the IFRS and IPSAS reporting standards; • Provision of year-end reports to MFEM including year-end reconciliations; • Ensure audit programme is completed according to the programme in a timely manner; • Ensuring financial statements supporting documentation is prepared and ready for audit; • Liaison with Auditors. <p>Quarterly</p> <ul style="list-style-type: none"> • Timely coordination with, and preparation of, monthly financial reports for CIIC, CIGPC and specified Statutory Controlled Entities; • Provision of quarterly reports to MFEM. <p>Monthly</p> <ul style="list-style-type: none"> • Preparation of monthly financial reports for CIIC, CIGPC and specified Statutory Controlled Entities; • Ensure balance sheet accounts are reconciled monthly and presented to the AM for review; • Assist AM in financial Board reporting requirements (including variance analysis, cash flow reporting).

Accounts / Clerical	<ul style="list-style-type: none"> • Ensure, with the Finance team, appropriations are claimed and supporting documentation is provided; • Ensure, with the Finance team, that relevant journals are done and copies of source documents are attached; • Oversee checks on all transactions (payments & receipts) by the Finance team into accounting software (MYOB and FMIS); • Oversee accounting entries are accurate and reconciliations are completed in a timely manner; • Ensure fixed asset records and work in progress accounts are processed and schedules completed in a timely manner; • Oversee lease commitments schedules are recorded and maintained; • Oversee accounts receivables and aged debtors are proactively managed by Property team and Accounts Receivable team member; • Monitor cash and TD balances on a daily basis and work with the AM on re-deployment of funds; • Updated and readily available financial information is completed for the AM; • Backup to other Finance staff when required (including processing, bank reconciliations, payroll).
Compliance	<ul style="list-style-type: none"> • Ensure CIIC complies with CIG and CIIC legislative and policy requirements; • Ensure CIIC complies with provisional tax, VAT, PAYE and superannuation requirements; • Ensure CIPNZ complies with NZ tax requirements (GST, INC).
Systems	<ul style="list-style-type: none"> • Work with the AM to ensure accounting and payroll systems are fit for purpose. • Provide feedback on process improvement initiatives to streamline better ways of working.
Policies	<ul style="list-style-type: none"> • Provide input into continued policy and procedural improvements to support the organisation's effectiveness and efficiency, and quality management processes; • Work with the AM on updating the financial policies and procedures, on an ongoing basis to reflect changes and practices. The goal is to ensure a Manual which is applicable, relevant, is updated as required and are transparent; • Ensure finance policies are complied.
General Office and Support Duties	<ul style="list-style-type: none"> • General administration functions such as: <ul style="list-style-type: none"> ○ Assistance with adhoc queries from both internal and external stakeholders; ○ Manage, coordinate incoming and outgoing mail; ○ Filing correspondence and documentation • Assist the Finance Team in meeting CIIC's reporting and financing deadline; • Other duties as directed by the AM.
Contribute to CIICs Values Be an active part of the CIIC team.	<ul style="list-style-type: none"> • Ability to maintain a positive attitude and professional demeanour and appearance at all times and perform well under project constraints and deadlines.

	<ul style="list-style-type: none"> • Knowledge and skills are developed and maintained for a minimum competent performance of current position. • Compliance with CIIC and CIGOV policy and procedures is maintained along with active contribution to continuous improvement.
Workplace Health and Safety The employee is responsible for contributing to workplace health and safety	<ul style="list-style-type: none"> • Identifying hazards in a timely and appropriate manner. • Eliminating, isolating and minimizing hazards. • Monitoring Workplace Health and Safety and bringing deficiencies to the attention of AM. • Complying with all health and safety policies, requirements and instructions. • Adherence to Health and Safety regulations for the various work sites. • Designated person for building checks and emergency response.

WORK COMPLEXITY:

Indicate most challenging problem solving duties typically undertaken (3-4 examples):

1	Development and maintenance of financial systems to ensure there is adequate internal controls over the payment of funds within CIIC and its subsidiaries
2	Strong monitoring and financial analysis of information
3	Accountability for the management and use of Crown funds in CIIC

AUTHORITY:

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

Financial	Yes
Staff	Nil
Contractual	None

FUNCTIONAL RELATIONSHIPS:

The requirement for human relations skills in dealing with other personnel and external contacts.

Internal	Nature of Contact (Routine, Light, Medium, Heavy)	External	Nature of Contact (Routine, Light, Medium, Heavy)
Executive Management	Heavy Concern for quality and standards	SOEs and Subsidiaries	Promoting Financial Analysis
Senior Finance Officer	Heavy Day-to-day, ongoing, routine	MFEM/RMD/TMD/D CD	Concern for Quality and Standards
Divisional Managers	Medium Monitoring and communicating actuals to budget	Banks KPMG / CIAO	Building Relationships and Network with key stakeholders
Staff	Medium Oral, written and presentation skills; analytical and report writing skills; negotiation skills; investigative and reconciliation	Customers / Suppliers / Tenants / Consultants Development Partners	Customer centric Monitoring and Reporting

QUALIFICATIONS (EQUIVALENT LEVEL OF LEARNING)

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

Essential: (least qualification to be competent)	Advantageous: (other qualifications for job)
Bachelor's Degree in Professional Accounting OR Business related subjects. Minimum of 5 - 10 years in a senior accounting role(s) or in a public sector or corporate environment.	Bachelor of Accounting or Commerce 5 years or more working experience in the area of finance. Membership to an Accounting Professional Body CA/CPA.

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)
5 to 10 years in a senior accounting role or in a public sector or corporate environment	10+ years' experience working for a multifaceted organisation; significant public sector experience & commercial sector experience

KEY SKILLS / ATTRIBUTES / JOB SPECIFIC COMPETENCIES

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Conceptual and analytical skills and proven problem solving negotiation skills with the ability to respond quickly and effectively. • Sound understanding of financial and management accounting practices. • Knowledge of IFRS and Public Sector Accounting Standards (IPSAS). • Knowledge and experience in all aspects of budget, forecasting and financial reporting requirements • Knowledge in accounting systems such as Quick Books and MYOB. • Knowledge and skills in reconciliation. • Knowledge and skills in internal audit.
Advanced level	<ul style="list-style-type: none"> • Experience in conducting internal auditing in government accounts. • Experience in government account reconciliation or multifaceted organisation. • Computer literate with knowledge of the Microsoft packages (Excel) and adaptable to system changeover for improvement and/or upgrade.
Working Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of CIIC Act 1996, MFEM Act, ERA, PERCA Act. • Knowledge and understanding of the Cook Island Government planning, policy and funding management cycles.
Awareness	<ul style="list-style-type: none"> • Excellent standard of written and spoken English and a basic ability to communicate in Cook Islands Maori. • Demonstrate conceptual and analytical skills and proven problem solving and negotiation skills with the ability to respond quickly and effectively. • Ability to work productively in a team environment.

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:

CEO

Date

Employee

Date