



# COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

## JOB DESCRIPTION

|                            |   |
|----------------------------|---|
| <b>Job Title:</b>          | Accounts Supervisor   |
| <b>Division:</b>           | Finance   |
| <b>Responsible To:</b>     | Finance Manager (FM)  |
| <b>Responsible For:</b>    | 2 staff   |
| <b>Job Purpose:</b>        | <p>This position is responsible for the effective and efficient monitoring of Accounts Payable, Accounts Receivable, Account Reconciliation, Administrative Funds (School Security, Infrastructure Committee, Seabed Minerals, GFDD, CIG R&amp;M Fund etc.).</p> <p>This position is also responsible to ensure compliance with financial, reporting requirements and relevant policies of Government and Donor Agencies.</p> <p>Satisfying customer needs and exceeding customer expectations is critical to the role. The incumbent is expected to have strong accounting skills and excellent customer service skills.</p> <p>Concern for quality, teamwork and continuous improvement are essential capabilities required for this role. Responsible for the effective and efficient processing of financial information.</p> |
| <b>Job Classification:</b> | N/A   |
| <b>Date updated:</b>       | 1 January 2024  |

## AGENCY VISION

The CIIC vision 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:

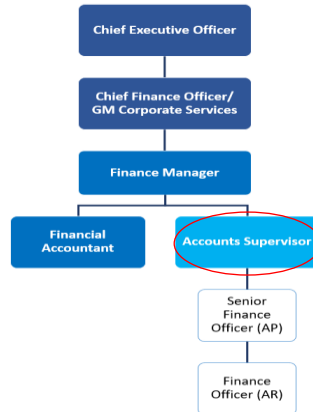
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure 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:



## ORGANISATION CHART:



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

| KRAs for this position              | Key Performance Indicators – job holder is successful when he/she:   |
|-------------------------------------|--|
| <b>KRA 1: Accounts / Clerical</b>   | <ul style="list-style-type: none"> <li>Ensure, with the Finance team, appropriations are claimed and supporting documentation is provided;</li> <li>Ensure that all administered funds are reconciled on a monthly basis.</li> <li>Ensure, with the Finance team, that relevant journals are done and copies of source documents are attached;</li> <li>Oversee checks on all transactions (payments &amp; receipts) by the Finance team into accounting software (MYOB and FMIS);</li> <li>Oversee accounts receivables and aged debtors and ensure that overdue accounts are proactively managed.</li> <li>Oversee accounts payable and ensure all transactions are processed correctly and suppliers are paid in a timely manner.</li> <li>Ensure key supplier statements are reconciled on a monthly basis.</li> <li>Monitor cash, Term Deposit and credit card balances on a daily basis and work with the FM on re-deployment of funds;</li> <li>Updated and readily available financial information is completed for the FM;</li> <li>Backup to other Finance staff when required (including processing, bank reconciliations, payroll).</li> </ul> |
| <b>KRA 2: Administered Payments</b> | <ul style="list-style-type: none"> <li>Reconcile the administered payments on a monthly basis, GFDD, Infrastructure Committee, Seabed J/V, Land Rentals, CIG - R&amp;M Fund</li> </ul>   |
| <b>KRA 3: Support FM and FA</b>     | <ul style="list-style-type: none"> <li>Provide support to the Finance Manager and Financial Accountant as required.</li> </ul>   |
| <b>KRA 4: Shared Service</b>        | <ul style="list-style-type: none"> <li>Where a shared service is offered to subsidiaries of CIIC ensure that these services are provided in an effective and efficient manner.</li> <li>Maintain a good working relationship with the key contacts at the subsidiaries where shared services are offered.</li> </ul>   |
| <b>KRA 5: Compliance</b>            | <ul style="list-style-type: none"> <li>Ensure CIIC complies with CIG and CIIC legislative and policy requirements;</li> <li>Ensure CIIC complies with provisional tax, VAT, PAYE and superannuation requirements;</li> </ul>   |
| <b>KRA 6: Systems</b>               | <ul style="list-style-type: none"> <li>Work with the FM/CFO to ensure accounting and payroll systems are fit for purpose.</li> </ul>   |

| <b>KRAs for this position</b>                   | <b>Key Performance Indicators – job holder is successful when he/she:</b>   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Provide feedback on process improvement initiatives to streamline better ways of working.</li> </ul>   |
| <b>KRA 7: Policies</b>                          | <ul style="list-style-type: none"> <li>• Provide input into continued policy and procedural improvements to support the organisation's effectiveness and efficiency, and quality management processes;</li> <li>• Work with the FM 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;</li> <li>• Ensure finance policies are complied.</li> </ul>             |
| <b>KRA 8: General Office and Support Duties</b> | <ul style="list-style-type: none"> <li>• General administration functions such as: <ul style="list-style-type: none"> <li>○ Assistance with adhoc queries from both internal and external stakeholders;</li> <li>○ Manage, coordinate incoming and outgoing mail;</li> <li>○ Filing correspondence and documentation</li> </ul> </li> <li>• Assist the Finance Team in meeting CIIC's reporting and financing deadline;</li> <li>• Other duties as directed by the FM.</li> </ul>   |
| <b>KRA 9: Contributing to CIICs Values</b>      | <ul style="list-style-type: none"> <li>• Ability to maintain a positive attitude and professional demeanour and appearance at all times and perform well under project constraints and deadlines.</li> <li>• Knowledge and skills are developed and maintained for a minimum competent performance of current position.</li> <li>• Compliance with CIIC and CIGOV policy and procedures is maintained along with active contribution to continuous improvement.</li> </ul>  |
| <b>KRA 10: Workplace Health and Safety</b>      | <ul style="list-style-type: none"> <li>• Identifying hazards in a timely and appropriate manner.</li> <li>• Eliminating, isolating and minimizing hazards.</li> <li>• Monitoring Workplace Health and Safety and bringing deficiencies to the attention of AM.</li> <li>• Complying with all health and safety policies, requirements and instructions.</li> <li>• Adherence to Health and Safety regulations for the various work sites.</li> <li>• Designated person for building checks and emergency response.</li> </ul> |

### 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 where a shared service is offered |
| 2 | Reconciliation of POBOC/Administered Payments from CIG.   |
| 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.

|                    |      |
|--------------------|------|
| <b>Financial</b>   | No   |
| <b>Staff</b>       | 2    |
| <b>Contractual</b> | None |

## FUNCTIONAL RELATIONSHIPS

| Internal  | Nature of Contact  | External                                | Nature of Contact  |
|---|--|---|--|
| Executive Management                                      | <b>Medium</b><br>Concern for quality and standards   | MFEM/RMD/<br>TMD/DCD                    | <b>Promoting</b><br>Financial Analysis                   |
| Finance Manager/Financial Accountant/<br>Finance Officers | <b>Heavy</b><br>Day-to-day, ongoing, routine   | Banks<br>KPMG                           | Concern for Quality and Standards                        |
| Divisional Managers                                       | <b>Medium</b><br>Monitoring and communicating actuals to budget  | Customers /<br>Suppliers /<br>Tenants / | Building Relationships and Network with key stakeholders |
| Staff   | <b>Medium</b><br>Oral, written and presentation skills; analytical and report writing skills; negotiation skills; investigative and reconciliation |   | Customer centric Monitoring and Reporting                |

## QUALIFICATIONS (OR 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)  |
|---|---|
| Minimum of 5 years in a senior accounts role(s) or in a public sector or corporate environment. | Business degree or diploma and 5 years or more working experience in the area of finance. |

## 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 noted in the above section as an alternative.

| Essential: (least number of years to be competent)                               | Desirable: (target number of years you are looking for)  |
|--|--|
| 5 years in a senior accounts 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

| Level of ability required for the job |  |
|---------------------------------------|--|
| <b>Expert level</b>                   | <ul style="list-style-type: none"> <li>Conceptual and analytical skills and proven problem solving skills with the ability to respond quickly and effectively.</li> <li>Sound understanding of financial and management accounting practices.</li> <li>Knowledge in accounting systems such as Quick Books and MYOB.</li> <li>Knowledge and skills in reconciliation.</li> </ul> |
| <b>Advanced level</b>                 | <ul style="list-style-type: none"> <li>Experience in government account reconciliation or multifaceted organisation.</li> <li>Computer literate with knowledge of the Microsoft packages (Excel) and adaptable to system changeover for improvement and/or upgrade.</li> </ul>   |
| <b>Working Knowledge</b>              | <ul style="list-style-type: none"> <li>Knowledge and understanding of CIIC Act 1996, MFEM Act, ERA, PERCA Act.</li> <li>Knowledge and understanding of the Cook Island Government planning, policy and funding management cycles.</li> </ul>   |
| <b>Awareness</b>                      | <ul style="list-style-type: none"> <li>Excellent standard of written and spoken English and a basic ability to communicate in Cook Islands Māori.</li> <li>Ability to work productively in a team environment.</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:**

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date