



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	General Manager Corporate Services/ Chief Financial Officer
Division	Corporate Services
Responsible To:	Chief Executive Officer
Responsible For:	6 staff
Job Purpose:	The purpose of this role is to provide professional advice and analysis to support the Chief Executive Officer (CEO) and Board of the Cook Islands Investment Corporation on the strategic, corporate policy, financial performance, position and plans of the Corporation and its subsidiaries. This role will also provide leadership in budget and forecasting development, coordinate all strategic planning activities, collaborate with CIIC Group, and drive the future workforce development of the Group.
Job Classification:	Leadership Pathway
Date:	22 September 2022

AGENCY VISION:

The vision that CIIC aspires to contribute to is:

Ko te turanga tiratiratu i te puapinga o te iti tangata ka riro te reira i te akamatutu i te tupu'anga o te iti tangata, to tatou tango, no te tuatau ki mua.

"Quality public assets that empower our people, our places, our future."

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:

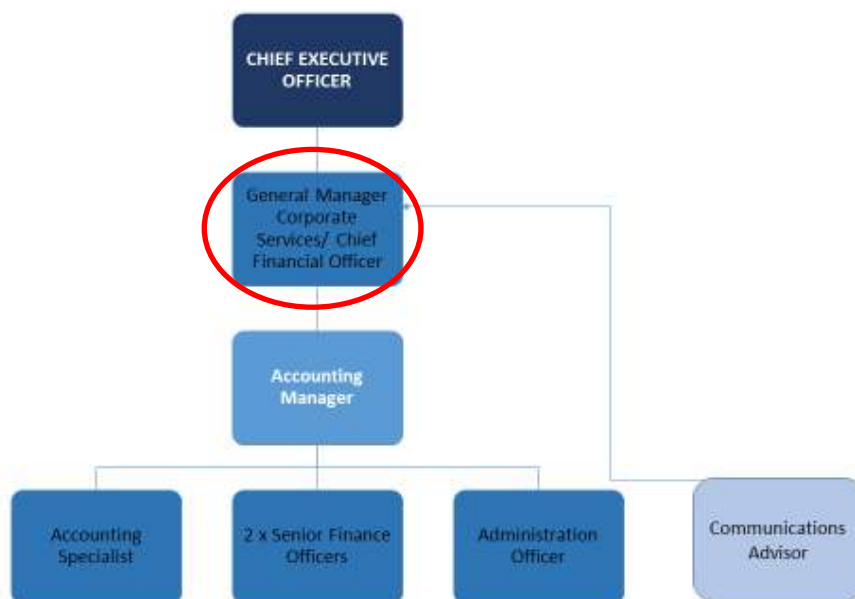
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure 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 THE POSITION:	KEY PERFORMANCE INDICATORS:
Strategy and Policy - Contribute to the CIIC strategy and statement of corporate intent. Ensure the objectives of the division are effectively and efficiently achieved through the development and implementation of policies, strategic, annual business plans, project plans and workplans.	- Contribution to the CIIC strategic and annual business plans, and statement of corporate intent and other relevant documents. - Strategic advice to the CEO regarding the implementation of plans, opportunities and risks, in doing so balancing a long term view of resourcing, crown and stakeholder needs, for the division, and more broadly the organisation. - Development of CIIC Corporate Services long term, medium term and annual strategies and plans. - Effective oversight and advise on the strategic direction of asset development under CIIC's purview. - Assistance, development, implementation and maintenance of a strong policy framework for the organization and Corporate serves to support the achievement of planned work. - Ensure the functional and sustainable management of the corporate services function in the realignment and strengthening of the CIIC group - Provide strategic oversight and proactive management on all of the organisation's and divisional opportunities and threats.

	• Assist CEO and executive team to manage organisational risks. Manage division's risk matters, regular reporting thereof and implementation of mitigation initiatives.
Divisional Operational Management Responsible for the Division. Responsible for staffing the division, annual appraisals, and making recommendations on changes, remuneration, training & development, and mentoring staff and maintaining high-performance.	• Successful achievement of the goals and objectives set out in strategic and operating plans (triennial, annual business and project plans) in accordance with specified budget, timeframe and policy • CEO and Board via the CEO is regularly informed on the organisation's progress against plans • Facilitate the effective delivery of government services to the general public to the satisfaction of all stakeholders. • Expressed satisfaction by staff • Follows through on commitments • Maintains staff work-life balance • Expressed satisfaction of the division's performance by the CIIC CEO and Board. • Provide oversight and proactive management on all Division's H&S and risk matters, regular reporting thereof and implementation of mitigation initiatives • Strong leadership of the organisation and division to ensure the motivation and commitment of staff to realise the relevant vision and objectives • Development and execution of a human resource management plan to ensure that the Division has the appropriate personnel. • Ensure compliance with effective human resource management policies and procedures (including contractor) • Completion of staff performance management procedures in a timely manner. • Demonstrates project and activity management leadership • Shows flexibility and adapts to changing and challenging situations • Maintains professionalism when communicating with staff, fellow employees and external stakeholders including during difficult situations • Fosters good working relationships internally and externally • Obtains clear approvals and sign-offs where required • Effectively manages expectations and follows through on commitments • Leads collective input to achieve optimal outcomes • Conducts self in line with Corporation and Government ethics, policies and procedures • Achieves agreed project milestones and annual workplans • High-level of autonomy, commitment, and attention to detail • Complies with CIIC and Government activity management systems • Effective financial management of allocated budgets • Expressed satisfaction by the CIIC CEO, Board, and/or external stakeholders.
Strategic Analysis and Advice - Provide analysis and advice regarding the financial management of the Corporation and other associated entities	• Provide analysis of the financial performance and position of the Corporation and associated entities, and of the state-owned enterprises and provide advice on financial strategies, policies and risk management in a timely manner.

State Owned Enterprises, Subsidiaries and Shareholdings - Monitor, assess and report on their financial performance.	• Manage and maintain a strong relationship between the Corporation and the SOEs/subsidiaries to provide key stakeholders with consolidated financial reporting and forecasting.
Financial Planning - Contribute key financial information to the preparation of strategic plans, budgets and forecasts.	• Development and maintenance of group, organizational and operational forecasts including but not limited to cash flow, annual budgets, ad hoc forecasts, project forecasts and variance reporting versus established budgets as required by the Chief Executive Officer, GMs and Board/(s). • Advise the Corporations' CEO, GM and relevant senior staff with the development of budgets for operational costs and project proposals.
Financial Reporting - 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).	• Management of preparation and submission of timely and accurate and meaningful financial statements, results, reports, budgets, forecasts, project costs, analytical commentaries and any other information as required by the Chief Executive Officer, and Board/(s) (weekly, monthly, quarterly, six monthly and annually). • Maintain a good working relationship with our Auditors, for CIIC and across the Group, in terms of audit plans, engagements, clearances. Facilitate information to auditors and facilitate query responses. Meet audit target dates in terms of audit clearances. Address any Board and, or management issues identified as part of the audits. Work with the CFOs across the group in terms of achieving an efficient audit and addressing issues raised during the audit. • Ensure compliance with all statutory and tax reporting requirements are met.
Accounting and Finance - Responsible for the establishment, practice and maintenance of appropriate financial systems and internal controls that assures financial management control over the operations of the Corporation and specified entities where shared services is providing the finance function.	• Ensure corporate services and payroll provides a robust service to divisions and entities, with a partnering mindset. Be responsive to divisions needs to deliver quality assets, including responsiveness in terms of addressing information requirements, settling invoices on a timely basis. • Ensure and manage the accuracy, integrity of accounting operations and systems (including and not limited to; MYOB, FMIS, payroll, AssetFinda), and maintain compliance with legislation and corporate policies. Ensure checks in balances are in place and maintained to ensure integrity. • Manage and provide guidance and support to finance staff. • 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.
Strategic Projects - Leads the development of strategic, annual and business planning processes incorporating a	• 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.

collaborative and inclusive approach with CIIC Group.	
Risk Management - Provide oversight of Risk Management functions of the Corporation and Group	Advise the CEO on risk management practices and protocols. Plan, design and implement an overall risk management framework in conjunction with the CEO and produces reporting in a timely manner
Information Systems - Ensures adequate resources are provided to effectively and efficiently manage human resources and information systems.	Oversee the development and refining of the organisations 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.
Communications	Oversee in conjunction with the CEO, the 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.
Administration	Ensures office / administration for the organization is manned and functioning well.
Contribute to CIICs Values - Be an active part of the CIIC team.	- Ability to maintain a positive attitude and professional demeanour and appearance at all times and perform well under project constraints and deadlines. - 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 - Ensure respective facilities are set to health & safety standards.	- Team are complying with cleaning schedules and responsibilities which includes; sweeping, mopping, raking, vacuuming, disposing of trash, cleaning and maintaining facilities grounds, restocking of equipment and necessary materials - Team are using proper PPE clothing and equipment when carrying out cleaning duties and used correctly - Regular Health and Safety training is provided to staff - Develop a register of all health and safety hazards reported by staff and ensure register is accessible for Property Manager and HR Manager - Ensure health, safety and security risks and hazards are timely identified, mitigated and reported - Ensure workplace accidents are investigated and documented and reported - Coordinate and deliver cleaning schedules for the team

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
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. Authority to authorise all payments for programmes and projects as per the annual budget allocation
Staff	6 staff
Contractual	2

FUNCTIONAL RELATIONSHIPS:

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

Internal	Nature of Contact	External	Nature of contact
Heavy • Chief Executive Officer and GMs • Accounting Manager, Senior Finance Officer and Administration Officer • Divisional Managers, and staff Medium • Board of Directors and Minister responsible for CIIC	Relate • Concern for quality and standards • Day to day, ongoing routine • Oral, written and presentation skills; analytical and report writing skills; negotiation skills; investigative and reconciliation • Monitoring and communicating actuals to budget • Providing reports to CEO when directed for Board and Minister requirements	Heavy • Auditors, including Public Expenditure Review Committee and Audit (PERCA) • Government agencies including Ministry of Finance and Economic Management Medium • Contractors, consultants (across various Corporate functions) • State-owned enterprises and subsidiary management and staff • Development Partners, funders, financiers • Stakeholders & General public	Promoting • Concern for quality and standards • Financial Analysis • Building relationships with network with key stakeholders • 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)	Desirable: (specific qualification for job)
• Bachelor's 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.

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)
At least 5 - 7 years' experience in a senior financial management and broad corporate executive level positions.	10 years of experience working in the Public and Commercial sector. - Experience working for a multi-faceted organisation similar to CIIC.

KEY SKILLS / ATTRIBUTES / JOB SPECIFIC COMPETENCIES

Essential:	Desirable:
Expert level	- Strong analytical and problem-solving skills - Strong ability to assess and analyse financial and non-financial performance information and provide advice accordingly - Ability to think and act strategically - Excellent time management/organisational skills - Is decisive and takes action at the opportune time.
Advanced level	Well-developed interpersonal skills.
Working Knowledge	Strong policy development skills.
Awareness	- Business Acumen - Understanding of, and commitment to developing the Cook Islands people, culture and the professional 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