

JOB DESCRIPTION

Job Title:	Finance Officer
Division:	Corporate and Support - Finance
Responsible To:	Account Manager
Responsible For:	N/A
Job Purpose:	The Finance Officer is responsible for the efficient monitoring and recording of financial information for the CIIC Group, CIIC Parent, the CIGPC Group and CIGPC Parent. • Ensure the efficient measure and tracking of trading revenue and ensuring payments are received and accurately recorded. • Proactive engagement with customers and management on debt that is owing to the organisation is critical to the role. Assisting the Accounting Manager with reconciliations of, but not limited to, CIIC's Bank, Account Receivables, Administrative Funds (School Security, Infrastructure Committee, Seabed Minerals, Special Projects etc) including internal and external Audit work papers. • The incumbent is expected to have strong accounting skills and excellent customer service skills.
Date updated:	July 2026

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 has an extensive remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National vision and the national development sustainable plan.

CIIC's vast scope of responsibility includes:

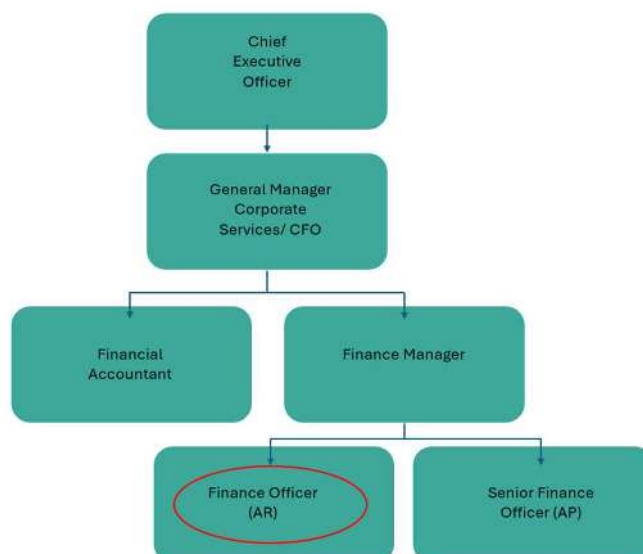
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure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



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position:	Key Performance Indicators
KRA 1: Accounts Receivables - Ensure all accounts receivables are closely monitored and correctly recorded. - Ensure the accounts receivable subsidiary ledger reconciles to the General Ledger control account.	- Ensure all invoices for customers of CIIC and CIGPC are generated in a timely manner and managed within no more than 60 days. - Verify and accurately record all payments against the correct invoices in MYOB and Unit4 FMIS (if applicable). - Work closely and collaboratively with internal staff to manage the accounts receivable ageing summary on no less than a fortnightly basis. - Prepare payment vouchers in relation to reimbursements for CIIC, with supporting documents and electronic payment for review by the Accounting Manager and ready for submission to MFEM via Unit4 FMIS.

	• Ensure all reimbursements and related party costs are appropriately recorded within MYOB and reconciled against Unit4 FMIS. • Ensure all reimbursements are prepared and submitted in a timely manner. • Ensure monthly reconciliation between CIIC accounting records and customer receipts are carried out and updated customer statements are sent out in a timely manner Reconcile the Accounts Receivable subsidiary ledger to the Control account on a monthly basis and correct any differences identified • Within 5 working days of each month, obtain confirmation of outstanding balances with customers for audit purposes and raise provisions for doubtful debts. • All Banking summaries are verified and signed off by the Accounting Manager or delegated authority and recorded appropriately within MYOB.
KRA 2: Trading Revenue • Ensure all trading revenue is correctly recorded, disclosed and accounted for. • All trading revenue to be recorded in the general ledger of the CIIC and CIGPC on a monthly basis in which it is owed or received. • Ensure trading revenue earned but not yet received is correctly captured in MYOB with supporting PDFs attached. • Ensure trading revenue from rental income is recorded correctly in MYOB and reconciled against raised invoices on a weekly basis with supporting PDF's attached.	• All trading revenue received is properly recorded, receipted, banked, verified and signed by preparer and approver on a daily basis. • Ensure VAT payable (on trading revenue received) is captured correctly in MYOB and reconciled correctly on a Monthly basis. • Monthly general journal entry for revenue received but not yet earned are captured correctly in MYOB. • Weekly reconciliation of rental income within MYOB against CIIC's bank Statements.
KRA 3: Bank • Assist the Accounting Manager with the accuracy of the general ledger bank balance	• All receipts are processed against customer accounts on a timely basis. • Confirm the accuracy of bank transactions • Ensure all Bank Accounts are properly reconciled and signed by the Preparer and Reviewer and filed in an easily accessible folder within the Finance Division. • Ensure all Crown Revenue (Bulk Funding) received is reconciled and recorded correctly in MYOB.
KRA 4: Account Reconciliation • Ensure all balance sheet accounts within your responsibility are reconciled on a monthly basis and submitted to Accounting Manager for approval	• Balance sheet accounts are reconciled monthly and signed off by Accounting Manager/CFO.

KRA 5: Administrative funds/ POBOC • Where it is applicable, ensure uniform procedures for Payments on Behalf of the Crown (POBOC) and Administrative Funds expenditure across the Corporation are maintained. • Assist Finance to ensure that all POBOC and Administrative Funds complies with acceptable standards of accountability and transparency • Assist Finance to ensure POBOC and Administrative Funds records held by MFEM reconcile to the POBOC and Administrative Funds records maintained by CIIC	• Uniform procedures are established for POBOC and administrative funds accounts. • Assist the senior finance officer – AP to ensure all POBOC and Administrative Funds payments are bona fide payments. • Assist the senior finance officer - AP to ensure all POBOC and Administrative Funds payments are properly authorised, justified by appropriate supporting documents and correctly submitted in Unit 4 FMIS. • Ensure the POBOC and Administered Payment transactions are appropriately recorded in the General Ledger under correct accounts in a timely manner. •
KRA 6: Internal Auditing	• To ensure procedures are compliant to financial policy i.e. CIGFPPM transactions.
KRA 7: Customer Service	• Ensure risk minimisation and compliance with relevant legislation such as the MFEM Act through the monitoring and preparation of Bank account Reconciliations, Account reconciliations and other reporting requirements. • Carry out processes and transactions in adherence to the CIIC Finance Manual and CIGFPPM. • Proactively identify and address areas of customer (staff) dissatisfaction, following up and resolving any customer (staff) complaints within your discretion or refer appropriately. • Developing and maintaining a high standard of service and consistently identifying and meeting customer needs.
KRA 8: Team Player Be an active part of the CIIC team.	• Ability to maintain a positive attitude and professional demeanor and appearance at all times and perform well under project constraints and deadlines • Contribute to credibility of organization, including complying with the code of conduct, acting professionally, diligently, when discharging job duties, and managing any conflict of interests appropriately • Contribute to team performance and the achievement of departmental, team and organizational goals and objectives • Compliance with CIIC and CIGOV policy and procedures is maintained along with active contribution to continuous improvement • Seeks information about the real underlying needs of stakeholders beyond those expressed initially
REQUIRED KEY RESULT AREAS/OUTPUTS	

Values – Displays the CIIC Values	• Employees displays consistently the CIIC Values of Kia • Orana (Cook Islands Pride), Akairo (Legacy), Tu Rangatira (Professionalism) and Ora'anga Matutu (Health & Wellbeing) in the workplace. • Act honestly, truthfully and abides by the laws of the Cook Islands at all times • Provides impartial advice and makes decisions based on merit • Serves the people of the Cook Islands faithfully. • Treats people with courtesy and respect. • Takes action and makes decisions in an open and transparent way. • Is able to explain reasons for actions taken and takes responsibility for those actions. • Achieves good results for CIIC, government and the people of the Cook Islands in an efficient and effective way.
Professional Ethics & Code of Conduct Understands CIIC professional Ethics & Code of Conduct and is recognised by colleagues in this area.	• Employee is on time to work each day. • Employee is always dressed appropriately for their role • Promotes teamwork and works with team to meet agreed objectives and goals • Communicates regularly with colleagues • Looks for ways to improve work methods and solve workplace problems • High quality of job performance • Healthy behaviour displayed at all times • Has a commitment to the vision and values of the CIIC • Responsible use of resources • Maintains privacy and confidentiality
Health & Safety Adheres to Public Sector Health & Safety standards and adheres to the CIGOV Health & Safety Policy as well as Agency requirements.	• Works in a manner that does not create a hazard to their own safety or the safety of others • Promotes healthy and safe working environment for self and others. • Identifies and reports hazards and ways to eliminate or mitigation risks in the workplace • Uses the correct tools and equipment in the manner prescribed for the job • Uses the required safety equipment and protective clothing (where required) • Reads, understands and complies with the agency OSH work processes and practices • Complies with reasonable instructions from Managers on OSH work processes and practices • Reports OSH-related incidents, accidents, or illnesses to managers and/or employers
WORK COMPLEXITY – INDICATE CHALLENGING PROBLEMS 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 – EXPLAIN THE AUTHORITY, IF ANY

Financial	Internet Banking Access
Staff	Not applicable
Contractual	Not applicable

FUNCTIONAL RELATIONSHIPS – LIST THE EXTERNAL & INTERNAL TYPES OF FUNCTIONAL RELATIONSHIPS

Internal (Within the Agency)	Nature of Contact	External (Outside the Agency)	Nature of Contact
Executive Management	Medium Concern for Quality and Standards	SOEs and Subsidiaries	Routine Financial Analysis
Divisional Managers	Medium Monitoring and evaluation skills	MFEM/RMD/TMD/DCD Banks KPMG Suppliers Donors	Medium Concern for Quality and Standards Building Relationships and Networks with key stakeholders Results focused Monitoring and evaluation skills Oral, written and presentation skills Analytical and report writing skills Negotiating skills
All staff and divisions	Routine Oral, written and presentation skills Analytical and report writing skills Negotiating skills Investigative and reconciliation		Medium Concern for Quality and Standards Building Relationships and Networks with key stakeholders Results focused Monitoring and evaluation skills Oral, written and presentation skills Analytical and report writing skills Negotiating skills

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: (other qualifications for job)
Degree in Accounting or Business related subjects 3-5 years or more working experience in the area of finance	Degree of Accounting or Commerce 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.

Essential: (least number of years to be competent)	Desirable: (target number of years)
- Knowledge and understanding of CIIC Act 1999 - Knowledge and experience in all aspects of the Cook Islands Government budget process and financial reporting requirements. - Good understanding of financial management and Accounting practices - Knowledge and skills in reconciliation - Knowledge and skills in internal audit - Thorough knowledge of accounting systems - Computer literate with basic knowledge of the Microsoft packages and adaptable to system changeover for improvement and/or upgrade - 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. - Excellent standard of written and spoken English and an ability to communicate in Cook Islands Maori.	- Knowledge and understanding of CIIC Act 1999, MFEM Act, PSC Act, PERCA Act - Knowledge and understanding of the Cook Island Government planning, policy and funding management cycles. - Good understanding of General Accepted Accounting Practice (GAAP) and International Public Sector Accounting Standards (IPSAS) - Experience in government account reconciliation - Experience in conducting internal auditing in government accounts - Knowledge in accounting systems such as MYOB - Thorough knowledge of Microsoft Package such as Access and adaptable to system changeover for improvement and/or upgrade. - Experience with project management and financing - Experience of team work involvement and contribution - Fluent at an advanced level in oral and written in both English and Cook Islands Maori.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	List Key Skills/Attributes/Specific Competencies
Expert	Strong financial skills
Advanced	- Experience in financial functions of an organisation. - Excellent standard of written and spoken English and Cook Islands Maori.
Working	- Knowledgeable in financial, planning and budgetary processes. - Ability to communicate effectively in English and Cook Islands Maori.

Awareness	Social, Economic and Political issues associated with health care in the Cook Islands and regionally.
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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

Employee

Date

Date