

JOB DESCRIPTION

Job Title:	Senior Finance Officer (Payables)
Division:	Corporate and Support - Finance
Responsible To:	Accounting Manager
Responsible For:	N/A
Job Purpose:	Responsible for the effective and efficient delivery of financial information and advice to, CIIC Parent, the CIGPC Group, CIGPC Parent.
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:

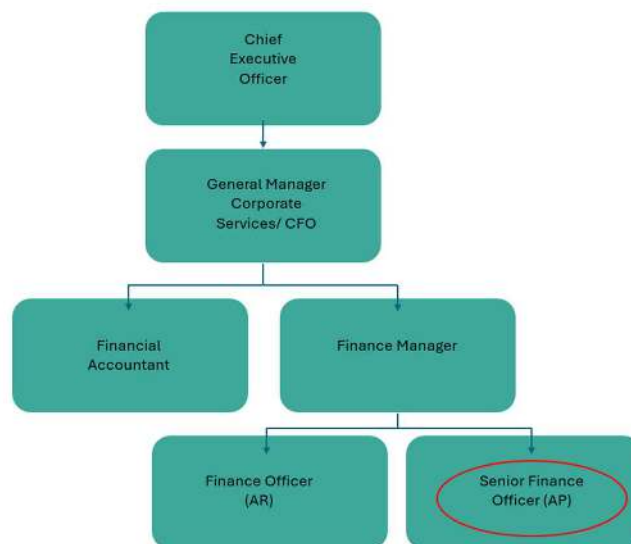
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure 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 (maximum of 6)	Key Performance Indicators (<i>use SMART principles</i>)
KRA 1: Accounts Payable - Ensure expenditures comply with acceptable standards of accountability and transparency - Ensure uniform procedures are being adhered to - Ensure that all payments adhere to the Cook Islands Financial Policy and Procedure Manual and the Cook Islands Investment Corporation Policies	- Ensure that all invoices sent to Ocerra are processed accurately, including matched to the correct purchase order as appropriate, on a timely basis (daily) and are exported to the accounting system (MYOB) on a timely basis (daily) - Ensure that all invoices in MYOB are released on a timely (daily) basis for approval. - Ensure that approved invoices are released and should be ready for payment. - Ensure weekly, 20th of the month, payroll and director payment runs are processed in a timely manner ensuring that there is sufficient time for these to be authorised to meet the bank cut off times. - Ensure that all invoices that are ready for payment (approved in MYOB) are paid on the due dates.

	• Ensure that the payment report for MFEM is run and sent to MFEM on a timely basis (weekly or more often if required) • Ensure that for payments that are made by MFEM that these payments are entered into the accounting system (MYOB) on a timely basis (the date the advice is received from MFEM). • Arrange delivery of cheque/electronic (Telegraphic Transfer) payments in a timely manner • Ensure suppliers are promptly notified of payments • Ensure monthly reconciliation between CIIC accounting records and Supplier Statements are carried out • Ensure petty cash imprest accounts are reconciled, properly recorded and sufficient to cover expenses at all times. • Maintain a financial cost analysis on a monthly basis for telephone, fuel, electricity to be available on demand. Within 5 working days in July, obtain confirmation of outstanding balances with suppliers for audit purposes
KRA 2: Personnel Act as the back for the processing of payroll for the Accounting Specialist.	• Ensure that you maintain familiarity with the payroll system. • Process the payroll on a least a quarterly basis with the assistance of the Accounting Specialist. Ensure that the notification that payslips are available is sent to staff the same day that payroll is processed.
KRA 3: Effective Banana Court Company Limited (BCCL) To ensure that management and year end statutory financial statements are prepared on a time basis	• Manage the financial records of BCCL in an efficient, accurate and timely manner. • Process transactions on a monthly basis and file VAT returns and pay any VAT owing. • Prepare quarterly management reports for the Directors of BCCL on an accurate and timely basis. (within one month of the quarter end. • Prepare the statutory financial reports for the Directors and auditors of BCCL on an accurate and timely basis. (within one month of the year end. Complete the PBC (provide by client) information request of the auditors on an accurate and timely manner (within one month of year end)
KRA 4: Customer Service	• Work with staff across CIIC to ensure that they: > have a good understanding of the accounts payable processes > have a good understanding of the coding structures (General ledger codes, project codes and task codes) > are aware of processing deadlines

	• Carry out processes and transactions in adherence to the CIIC Finance Manual and CIGFPPM • Proactively identify and address areas of customer (staff, suppliers) dissatisfaction, following up and resolving any customer complaints within your discretion or refer appropriately • Developing and maintaining a high standard of service and consistently identifying and meeting customer needs
KRA 4: Teamwork/ Continuous Improvement	Enhance the effective operations of the Finance team by: • Contributing ideas and suggestions for improving the level of customer service provided by the team, the efficiency of processes, procedures, and behaviours • Willingly assisting the Accounting manager in any Finance request. • Willingly assisting other members of the Finance team to learn new skills and gain increased knowledge of other CIIC (parent and subsidiaries) aspects • Complete the annual performance appraisal process with submission to Accounting Manager and Chief Finance Officer within due dates • Attend training courses relevant to position if requested
KRA 5:Team Player 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 • 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. • Attend and participate in staff, team and organisational meetings, when required.
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	Working with CIIC staff ensuring that the accounts payable processes are followed in a timely and accurate manner.
2	Working with Ocerra using the AI tools built in to train the system to better process supplier invoices and match these to purchases orders.
3	Working with suppliers so that they understand that payments are made by both CIIC and MFEM on behalf of CIIC.

AUTHORITY – EXPLAIN THE AUTHORITY, IF ANY	
Financial	Cheque signatory to Banana Court Company Ltd
Staff	No Authority
Contractual	No Authority

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 MFEM/RMD/TMD/DCD Banks KPMG Overseas Suppliers Donors	Routine Financial Analysis
Divisional Managers	Medium Monitoring and evaluation skills		Medium Concern for Quality and Standards Building Relationships and Networks with key stakeholders
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 writing 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)
Formal study (Certificate or Diploma) in Accounting or Business-related subjects	Degree of Accounting or Commerce

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)
• 5 years or more working experience in the area of finance (preferably accounts payable) • Good understanding of financial and accounting policies, practices and procedures. • Knowledge and skills in reconciliation of supplier accounts • Knowledge of accounting systems • Computer literate with basic knowledge of the Microsoft packages and adaptable to system changeover for improvement and/or upgrade • Ability to work productively in a team environment. • Excellent standard of written and spoken English and an ability to communicate in Cook Islands Maori.	• 7 years or more working experience in the area of finance in accounts payable • Excellent understanding of financial and accounting policies, practices and procedures. • Experience in account reconciliation • Knowledge in accounting systems such as MYOB • Thorough knowledge of Microsoft Package such as excell and adaptable to system changeover for improvement and/or upgrade. • Experience with project management and financing • Experience of team work involvement and contribution • Knowledge and understanding of CIIC Act 1999, MFEM Act, PSC Act, PERCA Act • 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 accounts payable and other 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.

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