



## VACANCY # 39/2013 – MANAGER FINANCE

**If you have excellent leadership qualities and are a decisive leader who builds team spirit and produces good results through team work with ability to foster and cultivate business opportunities, then this is the job for you.**

**Airports Fiji Limited (AFL)** is a Government Commercial Company in the business of operating airports and providing Air Traffic Management facilities and services in the Fiji Islands and provides challenging and rewarding employment opportunities in the aviation industry.

We are looking for someone with suitable qualifications and experience for the position of Manager Finance to be based at Nadi Airport.

An attractive remuneration and other benefits will be provided to the successful candidate.

### **TERMS & CONDITIONS**

This will be a Contracted position and the terms and conditions of employment will be discussed with prospective candidates at the time of interview.

The written applications must be submitted together with the **AFL Employment Application Form** (*which can be downloaded from the Company website [www.airportsfiji.com](http://www.airportsfiji.com) or collected from the AFL HR Office at Nadi Airport*) and clearly marked:

**“Vacancy No.39 / 2013 – Manager Finance”** and addressed to:

The Chief Executive Officer  
Airports Fiji Limited  
Private Mail Bag  
**Nadi International Airport**

**OR** hand delivered at our ‘Registry Office’ located at the AFL Headquarters, AFL Compound, Namaka, Nadi, **no later than 4pm on Friday, 14<sup>th</sup> June 2013.**

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<u>MANAGER FINANCE</u>	<b>POSITION HOLDER:</b>	<u>VACANT (x1)</u>
<b>REPORTS TO:</b>	<u>CHIEF FINANCIAL OFFICER</u>	<b>LOCATION:</b>	<u>NADI AIRPORT</u>
<b>DIVISION:</b>	<u>CORPORATE</u>	<b>DEPARTMENT:</b>	<u>FINANCE</u>
<b>Purpose of the Role:</b>			
<p>The Manager Finance will be responsible for the day-to-day planning, implementing, managing and controlling of all financial-related activities of the company. This will include direct responsibility for accounting, finance, forecasting, strategic planning, job costing, data analysis and negotiations, business risk management, governance and private and institutional financing.</p> <p>The Manager Finance will lead and manage the Finance department in line with the Company policies, the corporate plan and the Finance and IT Division's Business plans.</p>			
<b>Key Accountabilities:</b>			
<ol style="list-style-type: none"><li>1. Responsible for the provision of accounting and financial services, stock control and purchasing functions of the company and manage a team of accountants and support staff engaged in the provision of such services.</li><li>2. Ensure that appropriate reports are available in a timely and accurate manner to enable the proper functioning of AFL, its Board and stakeholders.</li><li>3. Take a leading role in the process of preparing annual corporate and business plans.</li><li>4. Undertake such analysis as is required of capital projects which AFL might consider from time to time.</li><li>5. Manage AFL's affairs in such a manner that its taxation liabilities are minimized, as permitted by law, and that its obligations in this area are met.</li><li>6. Ensure that AFL's charging systems and policies are understood by customers, and that they ensure the equitable incidence of charges which are designed to provide the returns required by the company's budgets and statements of expected performance.</li><li>7. Review and improve policies and procedures.</li><li>8. Manage and administer the payroll function.</li><li>9. Calculate WACC and carry out NPV analysis</li><li>10. Working capital management.</li><li>11. Provide effective leadership and management of the IT department by establishing appropriate policies and framework to ensure the division runs smoothly</li><li>12. Manage the procurement department.</li><li>13. Carry out any other duties assigned by Chief Financial Officer from time to time</li></ol>			

**Key Challenges / Decisions / Success factors:**

- Provision of vital and accurate information to the CEO and Board of Directors.
- Managing Governance, control and risk
- Measuring & monitoring business performance
- Provision of effective evaluation of projects, investments, asset replacements and recommending suitable solutions to CEO.

**Direct Reports:** Management Accountant, Financial Accountant, Team Leader IT, Senior Internal Auditor

**Minimum Qualification Requirements**

- A degree in Accounting or higher qualification from a recognized institution is a prerequisite.
- The incumbent should have at least 10 years practical experience at senior level including managerial experience.
- The person must have hands on experience in project planning and implementation, negotiations, general management and budgeting.
- Professional Membership within an Accounting body
- Certified Public Accountant
- Be Computer literate especially in Microsoft office applications (advance level), business applications
- Have excellent Report writing and have a high level of written and oral communication skills.
- Have good Leadership qualities and ability to foster and cultivate business opportunities
- Knowledge of development in Accounting and Finance Industry
- Knowledge of development in Aviation Industry
- Have the Ability to manage financial risk through use of statistics and economic data
- Have the Ability to communicate complex financial data and projections clearly and effectively
- Integrate financial, personnel and operations initiatives to lead with success
- An additional qualification in Information Systems from recognized institutions will be a distinct advantage.
- Direct work experience in the aviation industry and knowledge of aviation regulations, documentation and compliance standards would be an added advantage but is not entirely necessary.

**Attributes & Qualities**

- The incumbent must demonstrate the following attributes and qualities:
- Have good interpersonal skills to effectively manage, influence and motivate a large workforce.
- Be prepared to work long hours and to travel extensively locally and abroad.
- Have good time management and very good communications, presentation and report writing skills.
- Have excellent leadership qualities and a decisive leader who builds team spirit and produces good results through team work.
- Must be a mature person who is very reliable, trustworthy, and honest with a high level of integrity.

**Key Relationships:****Internal:**

- CEO
- All General Managers/ Managers

**External:**

- Ministry of Public Enterprise
- Ministry of Finance
- AF
- Stakeholders
- Unions
- Commerce Commission