

Ministry of culture and Heritage
GOVERNMENT OF GENOVA
 995 Government Road
 Savannah, SG 4525
 Genova



Job Description

Job Title: Chief Financial and Administration Officer
Grade & Post: S7 – Financial Manager
Salary Range: US \$65,000 - \$78,000
Reports To: Permanent Secretary
Ministry: Culture and Heritage
Support Documents: CFAO Procedure’s Manual

Job Purpose

Under general direction, provides management and leadership in the financial, administrative, human resource, and records management functions of the Ministry by implementing and ensuring compliance with all applicable legislation, the Government Orders, and the guidelines of the Audit & Revenue Department.

Dimensions of Post

The incumbent is the principal financial and administrative advisor to the Chief Secretary who reviews financial and administration systems, as well as procedures and internal controls to ensure they meet the needs of the Ministry, flagging any concerns and making recommendations for improvement. Leads the financial management of the Ministry and reporting government departments, including monitoring cash flow, managing expenditure, and ensuring correct allocation of income and expenditure. Works independently to ensure that all accounting, reporting and financial systems are properly structured and are managed in an efficient and timely manner.

Plans, develops, and administers departmental human resource systems, policies and procedures ensuring compliance with the Government Orders, applicable legislation, policies developed by the Chief Secretary, and internal policies. Implements the Personnel Management System.

Principal Accountabilities

Financial Management

Primary responsibility for the Ministry’s financial management as follow:

1. supervises and audits all payables and receivables accounting functions ensuring correct account and output distribution and ensures all support documentation is accurate and in order;
2. develops, interprets, implements and co-ordinates internal financial, accounting, billing, and auditing procedures;
3. prepares and reviews financial statements, financial reports, special analyses, and information reports which summarise and forecast the Ministry’s activity and financial position in areas of income, expenses, cash flow, and projected expenditure, etc;

40%

	<ol style="list-style-type: none"> 4. provides management with timely reviews of the Ministry's financial status and progress in its various outputs; 5. prepares special cost studies as required; 6. ensures proper preparation, assistance and resolution, if necessary, for audits, and takes appropriate actions to address audit findings and recommendations; 7. reviews financial systems, procedures and internal controls to ensure they comply with government's requirements; 8. responsible for grant integrity and proper fund management for all grant monies ensuring grant procedures, as per the grantor, are strictly followed; 9. ensures complete and up-to-date operating procedures for all accounting and financial controls; 10. maintains asset and prepaid expense registers ensuring correct depreciation; also maintains attractive asset register; 11. manages capital acquisition and capital development balances; 12. prepares Ministry's Performance Agreement for review and approval by the Public Accounts Committee and the Auditor General; 13. manages and ensures full and appropriate control of cross-agency charges; 14. explores ways to reduce office and project costs without compromising output quality; and 15. works with and oversees financial managers within reporting departments to ensure strict adherence to financial management requirements and reporting. 	
Annual Budget	Co-ordinates, plans, organises, prepares, and evaluates the Ministry's annual budget for approval by the Cabinet.	8%
Payroll	Oversees Ministry-wide payroll, benefit, and deduction activities for all staff, ensuring timely and accurate remuneration, and the prompt resolution of problems/disputes as necessary.	4%
Quarterly & Annual Reports	Produces quarterly and annual reports, for presentation to the Ministry, which measure the Ministry's performance against the current Performance Agreement stipulated in the Ministry's annual budget.	8%
Asset Disposal	Maintains an up-to-date register of the Ministry's assets, both fixed and attractive, ensuring obsolete assets do not linger, but rather are disposed of promptly as per legislation.	2%
Customer Service	Identifies and resolves customer service related problems and issues, seeking to continually improve internal/external communication at the administrative level.	5%
Legislation	Maintains a solid understanding of related conservation legislation, regulations, and policies to adequately guide and instruct administrative staff in preparing clear and concise responses for customers.	
Executive Support	Composes correspondence for executive staff of a sensitive, confidential, official and/or legal nature.	2%

	<p>Administers the Ministry's Human Resource program as follows:</p> <ol style="list-style-type: none">1. consults with and advises management and supervisors on non-performance based human resource issues, making policy and procedure recommendations;2. compiles statistical information and documentation, preparing reports and recommendations as necessary;3. monitors and evaluates compliance with applicable laws, rules, policies, and procedures;4. maintains employee records responding to requests for information and preparing and submitting personnel, payroll and benefits documents;5. ensures all newly recruited employees are properly set-up for payroll, health benefits, computer usage, email usage, and apprised of both the Ministry and Government's rules and policies which will affect them;6. maintains leave entitlement and apprises all staff of leave taken/balances in a bimonthly report, produced on the last business day of the month; at year end notifies all staff, in writing, of vacation leave entitlements for the new calendar year including increments, where applicable, arising from a jump in pay scale and/or length of service;7. monitors and follows up to ensure timely completion of employee status changes;8. assists with the recruitment of administrative and accounting staff and evaluates their performance apprising management of any discipline issues;9. updates job descriptions for administrative and financial staff on a yearly basis;10. oversees the posting of job announcements and prepares and posts employment notices as required; and11. develops, co-ordinates, and implements the necessary preparations for a transition to the New Personnel Management System expected to go into effect in the 2008/2009 fiscal year.	10%
Records Management	<p>Establishes the Ministry's overall records management system ensuring compliance with the statutory record keeping requirements identified in the Public Management and Finance Law which governs records retention, records destruction, records inventory, and standardised filing.</p>	5%
Supervision	<p>Provides supervision, work direction, and training for administrative and financial staff ensuring fulfilment of respective job description requirements. Monitors and conducts annual performance evaluations (or as needed) to set objectives, priorities, work schedules and processes. Counsels administrative employees on career development, job opportunities, rules, policies and procedures, as well as providing staff development opportunities. Investigates human resource problems within the administrative/financial section and makes recommendations to management. Must also oversee the Financial Managers in each reporting department.</p>	10%
Library Management	<p>Establishes and directs the Ministry's centralised library operations in compliance with Government's indexing system so that the Ministry's resources may be added as a <i>reference only</i> stack for researchers. Develops internal circulation procedures.</p>	3%

Website Management	Oversees development, maintenance, and regular updates of the Ministry's technical performance, generating statistical reports as necessary.	3%
Organisational Chart	Please refer to attached chart.	
Background Information	<p>The Ministry of Culture and Heritage is charged with the responsibility for:</p> <ol style="list-style-type: none">1. the preservation, promotion and dissemination of culture, heritage and art;2. the advancement of literary, visual and performing arts;3. the support and encouragement of grass roots cultural projects;4. the development of cultural awareness programs and historic preservation initiatives;5. continued research initiatives that relate to Genova's culture and heritage; and6. international exchanges including the execution of cross border cultural agreements. <p>The Chief Financial and Administration Officer provides necessary administrative, financial, and human resource management support to the Ministry so that it may carry out its responsibilities.</p>	
Knowledge, Experience, Skills & Education	<p>The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:</p> <ol style="list-style-type: none">1. A thorough understanding of generally accepted accounting, bookkeeping, financial, and human resource management principles supported by considerable experience that would enable the employee to satisfactorily perform the duties required.2. An undergraduate degree from a recognised university in financial management or accounting as well as an MBA;3. Adequate experience establishing and monitoring budgets.4. Practical internal audit experience and knowledge of quality management.5. Ability to analyse and interpret financial data and prepare financial reports, statements and/or projections.6. Experience using government's CYBE accounting system.7. Knowledge of modern business practices and procedures.8. Demonstrated oral and written communication skills.9. Proficiency using computer applications software including Windows and the Microsoft Office Suite, and commercial accounting software programs such as QuickBooks.10. Strong organisational ability along with excellent attention to detail.11. Employee development and performance management skills.12. Proven ability to exercise initiative and judgement while handling an extensive workload with accuracy and efficiency.13. Skilled at examining and redrafting procedures, formulating policies, and developing and implementing new strategies and procedures. <p><i>Note: An MBA is required to qualify for a salary exceeding US \$69,000 to the top salary range for this grade and post.</i></p>	
Assignment & Planning of Work	The post-holder will undertake assignments delegated by the Chief Secretary, and is responsible for the duties set out in the section of this job description covering Principal Accountabilities. May also undertake assignments as required by the Treasury Department, the Budget Management Unit, and the Audit Department.	

Other Working Relationships

Apart from daily interaction with all other Ministry staff, the post-holder will be in contact with other Ministries and departments, members of the public, non-profit organisations that fall under the remit of Culture and Heritage, financial managers and directors of reporting departments; and international agencies as required.

Decision Making Authority and Controls

The post-holder will consult with the Chief Secretary on non-routine matters; however he/she is expected to work independently within the guidelines of this job description and encapsulated in the Chief Financial and Administration Manager's procedures manual.

Problems/Key Features

1. Leads and directs administrative and financial functions, and provides necessary staff supervision, assistance, and training.
2. Ensures that the Ministry meets legal and governmental requirements at management, financial, administrative, and human resource levels.
3. Oversees the financial management of the Ministry and reporting departments, including cash flow monitoring, expenditure control, and correct allocation of income and expenditures.
4. Works closely with the Chief Secretary to provide necessary financial information and analysis and to flag any financial concerns
5. Works independently with government's auditors to ensure best practices in financial reporting and risk management are followed, and that financial statements and management accounts are properly presented.
6. Provides adequate written communication to all employees to keep them appropriately informed on administrative, financial, and/or human resource issues.
7. Directs the activities of the centralised administrative and financial support functions.
8. Must keep abreast of changes to applicable government legislation, regulations, policies, procedures, and standards as they relate to the Ministry's administrative, financial, and human resource management activities.
9. Flex-hours negotiable for the post, although the post holder must ensure that administrative staff are on hand to cover the Ministry's Public hours of 8:30 AM to 5:00 PM.

Working Conditions

The Chief Financial and Administrative Officer has a private office and is expected to maintain an open-door policy as much as possible. A comfortable and friendly working environment with adequate kitchen facilities, good drinking water, coffee and tea availability. Convenient parking. Private email facilities available although personal emails should be kept to a minimum.