



Deputy General Manager; Finance & Corporate Services Classification/Compensation System

Position title: Deputy General Manager,
Finance & Corporate
Services

Code: Contract Position
Contract Term: 3 years
Salary: ST 91,800.00 per annum

Purpose of Classification

Under the general direction of the General Manager, the Deputy General Manager, Finance & Corporate Services will perform according to the scope of responsibilities and principal duties outlined below.

Scope of responsibilities

- The Deputy GM, Finance & Corporate Services will be responsible for overseeing the direction and management of the Finance & Corporate Services Department. The Department includes finance, sales & marketing, human resources, facilities management and procurement.
- The Deputy GM, Finance & Corporate Services will be responsible for all major decisions affecting the work of the Finance & Corporate Services.
- The Deputy GM, Finance & Corporate Services will be required to act on his/her own authority, or on the authority delegated from the General Manager/Board of Directors and must, as required, be able to justify decisions taken.
- The Deputy GM, Finance & Corporate Services direct management of subordinates/managers reporting directly to him/her, delegating responsibility, where appropriate, establishing performance goals and carrying out regular performance appraisals.

Principal Duties

Leadership & General Management

- Provide positive and professional leadership to managers of each subsection within the Finance & Corporate Services Department, ensuring that the department is well managed to support the activities and core services of the Corporation;
- Contribute to the management of the Corporation, as a member of the senior management team, by participating in the generation of new ideas, strategic plans and fresh approaches to how the Corporation manages its business;
- Delegate appropriate responsibility for the provision of corporate services whilst retaining overall accountability for the delivery of those services;

- Provide advice and support to the General Manager, Board of Directors and/or its sub committees as well as managers of other departments on matters relating to any issue within the remit of the Finance & Corporate Services;
- Liaise with relevant government & private sector personnel, donor agencies and business community on matters pertinent to the effective management of the Corporation's business;
- Deputise, as necessary, for the General Manager, representing the General Manager, where appropriate;
- To service the Corporation's Audit Committee and any other external and government audit institutions;
- Support the implementation of various government legislations, corporate regulations and policies in relation to the performance of the Department's duties.
- Undertake such duties, in addition to the principal duties listed, as may be delegated by the General Manager or the Board.

Financial Management

- To oversee the finance function, ensuring proper administration of the Corporation's financial affairs; advising and assisting the General Manager and other divisional managers on budget and financial planning strategies; monitoring and revising the budget in line with changing demands and projected out-turns;
- To oversee all aspects of internal and external audit of the Corporation's financial affairs in line with best practice governance and accountability;
- To ensure effective control and management of the Corporation's revenue and expenditure;
- To ensure the provision of meaningful, accurate and timely management accounting and performance measurement information to the General Manager, Board and management team;
- To provide high level support for current and future business development and marketing plans in order to enhance revenue through increased sales & collection of unpaid debts, as well as improved customer services and satisfaction;
- To manage all tendering and procurement activity in accordance with relevant government and donor guidelines and legislation.

Human Resource Management

- To support the activities and functions of the human resources division, ensuring the division advice on HR matters to the General Manager and senior management team, including the development and review of relevant HR strategies, policies and procedures;
- To provide advice and guidance to the General Manager and management team on organisational development matters;
- To ensure the proper provision and administration of a range of HR services including recruitment and selection; training and development; performance management; disciplinary and grievance procedures; payroll; life and accident benefits and occupational health & safety;
- To ensure that all HR policies and procedures meet the requirements of the relevant legislation and reflect best and transparent practices.



Services & Facilities Management

- To oversee the dissemination of relevant information impacting on the provision of any support services to all departments; ensuring the ongoing development and implementation of the Corporation's support services;
- To provide the Corporation with efficient and effective registry and reception services;
- To manage the premises used by the Corporation including the relationships with landlords, managing agents and other tenants (where appropriate);
- To ensure proper execution of procurement policies and manage a range of facilities management services including catering, cleaning, security, and health and safety protection.

Personal Specification

Essential Criteria

- 1.** *Standard of Education:* A university degree in Commerce and/or Business Administration with major in accounting or a professional qualification of an equivalent or higher standard.
- 2.** *Relevant Qualification:* Be a qualified accountant having successfully completed the appropriate professional examinations with one of the following bodies:
 - Institute of Certified Public Accountants in Samoa and/or any accredited international institution(s).
- 3.** *Senior Management Experience:* At least three years of full-time post-qualification experience gained within the last five years at a senior level in a multi-disciplinary organisation with a record of success in financial and human resource management linking service delivery to strategic objectives.
- 4.** *Practical Experience and Knowledge:* in finance (budgeting, monitoring, audit & reporting) **AND** at least two of the following functional areas:
 - human resource management;
 - administrative support services;
 - facilities management;
- 5.** *Public Sector:* Understanding of public sector financial structures and management.
- 6.** *Corporate Governance:* Understanding of the requirements of public sector governance and its applicability to the Corporation.
- 7.** *People Management:* Experience of managing staff as well as the ability to contribute effectively as a member of a senior management team.



- 8.** *Communications.* Excellent oral, written and inter-personal communications skills in dealing with individuals and groups at all levels.
- 9.** *Policy.* The ability to contribute to the development, planning and implementation of an organisation's strategy and policies.
- 10.** *Analytical Ability, Problem Solving & Strategic Thinking.* The ability to assimilate and analyse information quickly and accurately and to think strategically, formulate decisions and make recommendations.