Fiji Rugby Union

Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Finance Manager</th>
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<tbody>
<tr>
<td>Business Unit</td>
<td>Finance</td>
</tr>
<tr>
<td>Salary</td>
<td>To be Negotiated</td>
</tr>
<tr>
<td>Status/Term of Employment</td>
<td>Full Time Employee / 3 year term</td>
</tr>
<tr>
<td>Position Reporting to</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Direct Reports</td>
<td>5 Full Time employees</td>
</tr>
<tr>
<td>Location</td>
<td>Rugby House, Suva, Fiji</td>
</tr>
<tr>
<td>Date</td>
<td>July 2016</td>
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Objective

As a key member of the Executive Management team, the Finance Manager will assume full responsibility for the overall financial management of the Fiji Rugby Union (FRU). The Finance Manager will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the FRU and to maintain income and expenditure in line with agreed annual budgets. This will include direct responsibility for accounting, finance, budgeting and forecasting, strategic planning, costing, property management and financial management of all sponsorship agreements.

Principal Accountabilities

1. Financial Accounting:
   a. Responsibility for ensuring that all financial accounting, transaction operations and statutory reporting is in line with best practice
   b. Provision of essential financial information for board and management
   c. Preparation of financial accounts and statutory financial statements
   d. Management of internal and external audit procedures
   e. Supervision of the income and expenditure ledgers
   f. Management of supplier purchase agreements
   g. Approval of invoices for payment on a weekly and monthly basis
   h. Management of bank reconciliations
   i. Management of fixed assets register
   j. Management of and control of stock
2. Management Accounting:
   a. Preparation of annual budgets and rolling forecasts
   b. Preparation of monthly management accounts
   c. Coordinate preparation of annual World Rugby High Performance and Development Investment application budget and tracking of same via submission of 6-month and 12-month Status Reports

3. Taxation, Compliance and Reporting:
   a. Management of taxation planning and requirements for all relevant tax streams
   b. Management of internal control policies and procedures
   c. Compliance of organisation with purchasing system sign-off levels
   d. Risk management, liaison and reporting including maintenance of risk register
   e. Management and maintenance of company secretarial documentation and corporate filing
   f. Preparation of Financial board papers for monthly executive board meetings

4. Treasury, Banking and Investment
   a. Management of cash flow and currency requirements
   b. Maintenance of banking needs and relationships with banks

5. Commercial
   a. Support the CEO and Commercial Manager with analysis of new commercial opportunities and contribute to business projects as required

6. Leadership and Management
   a. Management of Accounts Payable and Accounts Receivable functions
   b. Leadership and mentor Accounts staff and succession development of Assistant Accountant
   c. Support the CEO to deliver and progressively enhance overall organisation financial management
   d. Act as the financial first point of contact with the Union and for sub-Unions, providing hands-on assistance and advice on strategic matters and daily financial operations
   e. Act as the financial first point of contact for World Rugby and Oceania Rugby staff on Union financial matters
   f. Centrally responsible to coordinate the Union’s facilitation and cooperation with the Accounting Service Provider in its management of accounting and accounting-related services
   g. Undertake other relevant financial duties as required by the CEO

Job Holder Requirements

Competencies

• Prepares and maintains financial records and reconciliations for the Union
• Utilises accounting software and spreadsheets efficiently
• Manages staffing of Transactions Operations team
• Compiles financial information into meaningful reports
• Delivers information in a useful and appropriate way to the desired audience
• Communicates any areas of concern on the financial information presented
• Seeks to innovate and implement simple and efficient processes and systems
• Establishes and maintains good working relationships with External Auditors, World Rugby, Government agencies and other stakeholders
Qualifications and Experience

- Qualified Accountant (CA, CAANZ) or similar qualification
- Minimum 6 years Post Qualification Experience, preferably in the Private or Public sector business environment
- Experience with Xero a significant advantage
- Managerial experience an advantage
- Understanding of Sports Management and Sports Finance an advantage
- Applicable Country Languages an advantage
- Excellent understanding of financial accounting and business strategy
- Expert knowledge of and skills with Microsoft Excel
- Advanced knowledge of accounting package functionality
- Highly numerate, excellent financial analysis skills
- Highly organised, excellent project management skills
- High degree of clerical accuracy, excellent writing skills

Key Skills and Personal Attributes

- Proven Leadership skills in managing a finance team
- Ability to present accurately and with confidence at Board Level
- Strong interpersonal and organisational skills
- Excellent managerial skills; demonstrated ability to manage staff and to manage multiple projects to tight deadlines
- Excellent attention to detail
- High level of IT competency
- Outstanding communication skills – both written and oral
- Ability to communicate effectively and establish positive working relationships with internal and external stakeholders
- Presents a highly professional image when representing the Union
- Seen as a leader and mentor in financial management
- Must be an effective team member with sufficient flexibility and willingness to take on roles outside his/her normal functional responsibility when required
<table>
<thead>
<tr>
<th>Performance Milestones</th>
<th>Outcomes Expected</th>
<th>Key performance Indicators</th>
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<tbody>
<tr>
<td>Working Capital</td>
<td>Sufficient working capital to operate within the Unions Annual Budget</td>
<td>Working capital levels in line with Budgets</td>
</tr>
<tr>
<td>Operating Cash flow</td>
<td>Effective forecasting and efficient management of cash flow</td>
<td>Monthly Operational cash flow compared to Budget</td>
</tr>
<tr>
<td>Payroll Management</td>
<td>Management of headcount and timely payment of employee salary and wages</td>
<td>Salary and Wages compared to Annual Budget</td>
</tr>
<tr>
<td>Account Receivable</td>
<td>Accounts receivable reconciled and collected on time monthly</td>
<td>Achievement of Debtors Days Sale of 35 days or less</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Accounts Payable reconciled and paid on time monthly</td>
<td>Paid in full on time</td>
</tr>
<tr>
<td>Inventory management</td>
<td>Inventory securely managed reconciled and balanced monthly</td>
<td>Inventory stock turns of 6 Zero stock errors</td>
</tr>
<tr>
<td>Expense Management</td>
<td>Expenses managed within Budgets and cost reductions implemented</td>
<td>Expenditure compared to Budget</td>
</tr>
<tr>
<td>Fixed Asset Management</td>
<td>Fixed asset register managed effectively and reported accurately monthly</td>
<td>Fixed assets accounted for accurately and in line with Budgets</td>
</tr>
<tr>
<td>Bank Reconciliations</td>
<td>All bank accounts reconciled and balanced monthly</td>
<td>All Bank accounts reconciled and balanced monthly</td>
</tr>
<tr>
<td>Records Management</td>
<td>Effective records management systems implemented and maintained daily</td>
<td>All records accounted for annually</td>
</tr>
<tr>
<td>Taxation Filing</td>
<td>All Taxation obligations of FRU managed effectively and reported in a Timely manner</td>
<td>On time filing and reconciliation of all Tax obligations</td>
</tr>
<tr>
<td>Management Reporting</td>
<td>Set of accurate Financial Management Reports delivered on or before the 15 day of each month</td>
<td>Monthly reports completed 15th calendar day of each month</td>
</tr>
<tr>
<td>Budgeting/Forecasting</td>
<td>Budgeting and forecasting presented timely and accurately</td>
<td>Annual Budgets completed by 30 November each year</td>
</tr>
<tr>
<td>Sponsorship Agreements</td>
<td>Effective and efficient financial management of Sponsorship agreements to obtain maximise return for FRU</td>
<td>Agreement commitments met in full and on time</td>
</tr>
<tr>
<td>Annual Audit</td>
<td>Clean unqualified annual Audit</td>
<td>Number of qualified Audit comments received on annual Audit not greater than 4</td>
</tr>
<tr>
<td>Foreign Exchange</td>
<td>Foreign Exchange variations managed effectively and reported monthly to the Board</td>
<td>Foreign Exchange $ Variance to Budget</td>
</tr>
</tbody>
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