



Position Description

Position: Finance Manager
Reports to: Head of Corporate Services
Date: December 2022

Nature and scope

The Pacific Aviation Safety Office ("PASO") is established under the Pacific Islands Civil Aviation Safety and Security Treaty (PICASST) as an International Organisation to carry out the following objectives:-

- to meet the requirements of the member States in the provision of aviation safety and security regulatory oversight services, in accordance with PICASST;
- to undertake the purpose of the organisation in a manner which is cost effective and sustainable in the long term;
- to utilise coordinated and collaborative business and inspection methods to minimise the costs of safety and security oversight to participating States and the aviation industry;
- to support the aviation industry in participating States by the provision of timely advice and guidance in matters of aviation safety and security; and
- to promote an internationally recognised standard of aviation safety and security excellence, based on ICAO Standards and Recommended Practices (SARPS), within the Pacific Islands region.

The mission of the Pacific Aviation Safety Office (PASO) is to establish a collaborative and regionally based aviation safety and security oversight programme for the benefit of stakeholders and the region. In pursuing this mission, PASO has committed itself "to provide for continuous improvement in the quality of aviation safety and security oversight services to comply with international standards, required under the PICASST and ICAO Conventions"

In achieving this mission, PASO will adhere to the following core values:

- Accountability
- Diligence
- Fairness
- Integrity
- Transparency

Purpose of the role

Reporting to the Head of Corporate Services, the Finance Manager manages the following:

- Financial Management
- Budget Forecasting and Reporting
- Fixed Asset Management
- System Accounting

The Finance Manager will work across the business with all departments, engage directly with Member States, and key external stakeholders. Building and maintaining relationships, managing teams, and developing people, as well as having a strong written communication will be key requirements to ensure PASO has a strong finance function.

The Finance Manager will manage a team of 3 with a further 3-4 consultants.

Key relationships

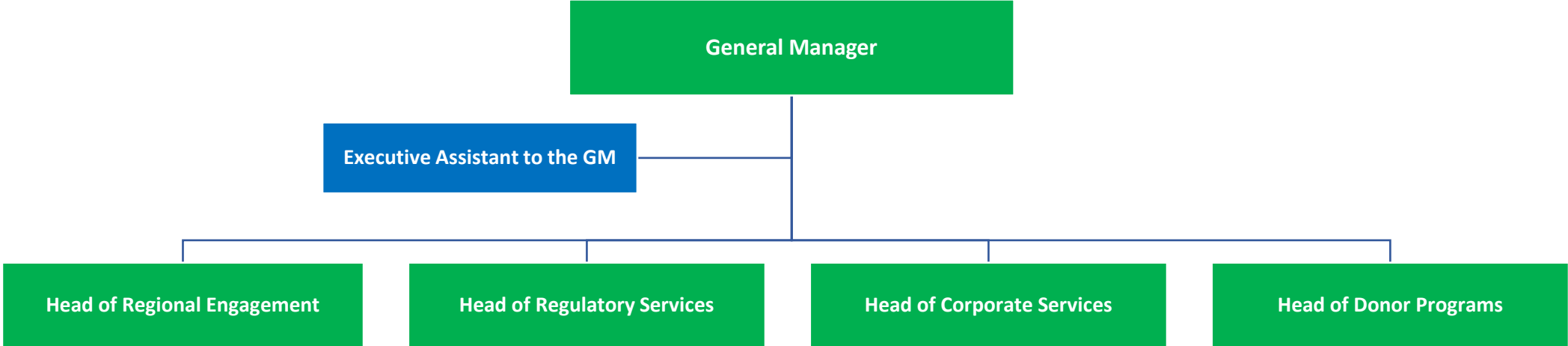
External

- Member State CAAs
- Externally Appointed Auditors
- Development Partners
- Representatives of the Host Country
- Local Suppliers of Goods and Services

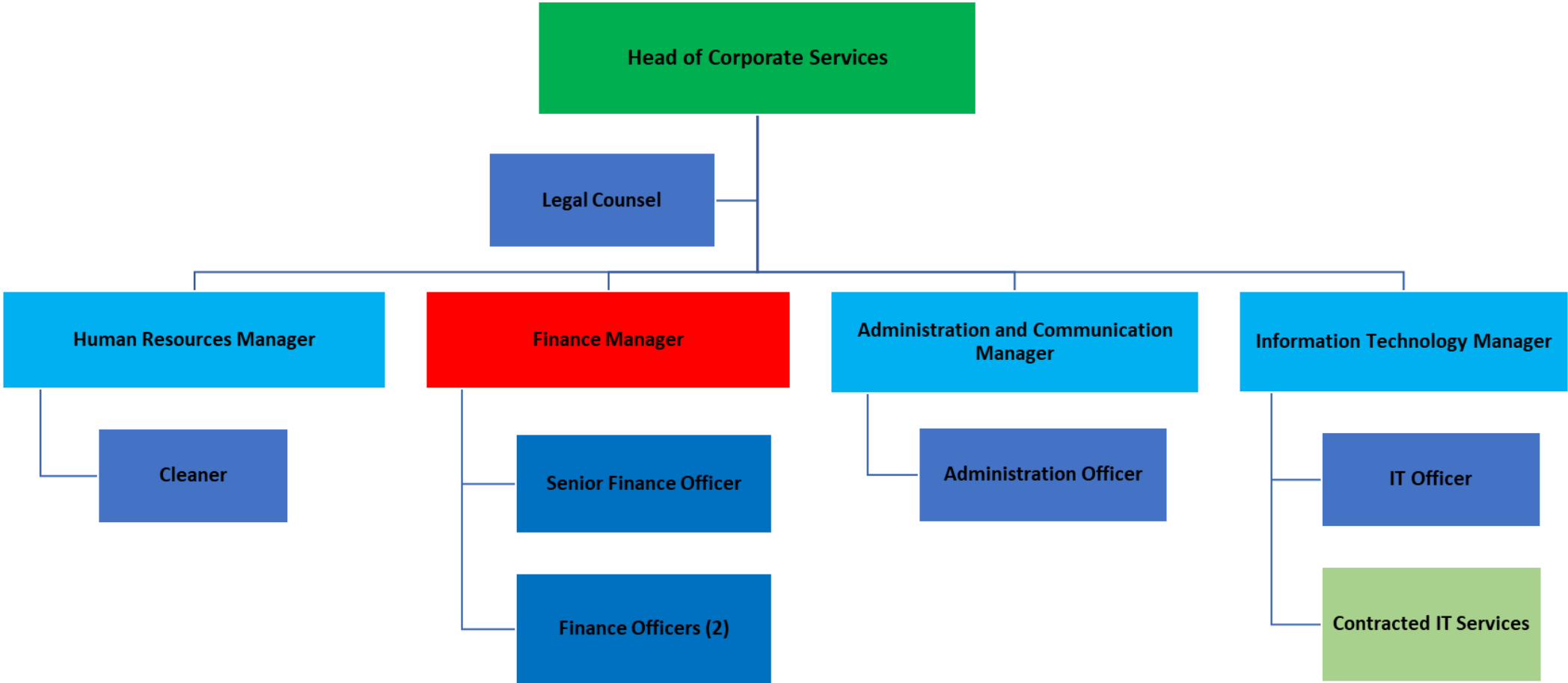
Internal

- Head of Corporate Services
- The Finance Team
- Senior Management Team
- All Staff and Consultants

Organisation structure – Senior Management Team



Organisation Structure – Corporate Services Team



Key responsibilities

Financial Management

The Finance Manager is accountable for the day-to-day financial management of PASO.

Key tasks:

- Provide financial advice and support to the Head of Corporate Services
- Ensure the provision of accurate and timely financial reports to the Head of Corporate Services in accordance with PASO Financial policies and procedures
- Ensure PASO Delegations of Financial Authority are followed
- Provide oversight of the implementation of PASO's policies and procedures to ensure that PASO is protected against loss of assets, other risk, and fraud
- Provide oversight of PASO's budget and expenditure, advising the Head of Corporate Services of any variances and the reason for these variances
- Regularly review financial systems and procedures in association with the Head of Corporate Services to ensure these meet current best practice as this may apply to PASO
- Ensures strict control is maintained over cash management, invoicing and receipt of funds, reporting any debtors over 60 days to the Head of Corporate Services along with a recommended plan for recovery
- Work with the Head of Corporate Services to develop the annual finance work programme that support business priorities
- Provide strategic financial advice as required
- Identify opportunities to improve the financial sustainability of PASO
- Responsible for ensuring that all invoices are processed, and payments made in a timely and accurate manner in accordance with PASO's policies and procedures
- Ensure all approve sales, approve estimates, and validate entries in the accounting system are maintained in an accurate and timely manner
- Oversees the development and maintenance of financial processes including sound records management
- Review payroll input ensuring completeness and accuracy
- Ensure accurate process of staff travel allowances
- Manage the relationship between PASO and financial organisations and auditors. Prepare and coordinate external audits.

Budget Forecasting and Reporting

The Finance Manager is responsible for the preparation and reporting on all financial matters.

Key tasks:

- Preparation of PASO's annual budgets and forecasts
- Assist in the preparation of annual Project Budget Projections
- Prepare monthly cash flow projections and manage cash flow
- Provide accurate, complete, and timely Monthly, Quarterly, and Annual financial reports including financial notes explaining any variances
- Provide reports on donor funds and grants along with expenditure as requested

- Ensure accurate financial data is available to meet all reporting deadlines internally and externally
- Monitor actual income and expenditure against budgeted income and expenditure, clearly communicating the reasons for any variances between budget and actual figures
- Provide accurate and detailed data to Auditors to enable the finalization of year end accounts
- Provide financial support to assist the Head of Corporate Services and report to the Senior Management Team in decision making including investigative analysis on an ad hoc basis

Fixed Asset Management

The Finance Manager is accountable for the effective management of PASO's fixed assets.

Key tasks:

- Ensure the effective management of all business insurance policies relating to employers' liability, premises, and equipment
- Ensure the provision of accurate and robust advice and support to the Head of Corporate Services as it relates to Resources Management
- Ensure the sound monitoring of service level agreements with contracted service providers
- Ensure PASO meets its statutory and legal employer obligations in accordance with the laws of the host government
- Ensure the fixed asset register is up to date
- Undertake valuation and depreciation for all fixed assets
- Ensure all assets are accounted for, valued, and reported for year-end purposes

System Accounting

The Finance Manager is accountable for the effective performance of the accounting software.

Key tasks:

- Ensure that all access, security, and performance of the accounting system are up to date
- Ensure maximum utilisation of all features are accessed
- Maintain all matters to keeping accurate records, accounting codes, activity codes and charts of accounts to meet legal requirements and comply with company policies and procedures
- Ensure the system can be used across the business to provide key stakeholders access to financial information
- Ensure that all maintenance requirements are up-to-date and that PASO's future system accounting requirements are well planned and communicated

Staff Management and Development

The Finance Manager leads the Finance team and has the responsibility for delivering a high-performance finance function.

Key tasks:

- Provide leadership, guidance, support to the Senior Finance Officer and Finance Officer as required
- Review and check team members work as required
- Oversee and manage consultants' deliverables
- Be able to answer technical questions and/or provide coaching as required
- Be a trusted financial advisor to the Head of Corporate Services

Competency Framework

Personal specification

Professional/Technical Skills and Knowledge

Applies the breadth of knowledge and understanding in position-related area achieved through study and/or experience.

- Has a minimum of 5 years of relevant financial experience in similar or related field
- Be a Chartered Accountant (or equivalent) and a member of a recognized professional accounting body
- Have proven financial and management experience and an in-depth understanding of business systems
- Experience interacting successfully with government officials, key stakeholders, and third-party representatives
- Well developed knowledge and experience of accounting procedures and practices
- Proven leadership experience in achieving strategic goals and objectives in a complex environment, especially where high levels of customer focus and stakeholder engagement are involved
- Strong analytical skills with ability to present relevant information in a clear and concise manner
- Proven ability of effective time management and organisational skills
- Experienced at working in donor- funded, not for profit business
- Use of Xero or similar software
- Keeps abreast of trends and issues across the civil aviation sector and related areas (across the Pacific and overseas), knows when and where to go and get knowledge and expertise

Execution	Relationships	Personal Qualities
<p>Operational Decision Making</p> <p>Engages in thorough analysis of team effectiveness through gathering relevant information; sees the ‘whole’ and the complexity of connections; takes into account factual information, logical assumptions, resources, potential risks and opportunities; makes timely, sound decisions.</p>	<p>Building Relationships</p> <p>Builds, maintains, and uses effective working relationships, internal and external to the organisation, to facilitate the successful achievement of projects, assignments, and objectives.</p>	<p>Adaptability/Personal Effectiveness</p> <p>Displays energy, optimism, and resilience; ensures effective performance when faced with ambiguity, changing environments and demands.</p>

<p style="text-align: center;">Operational Planning</p> <p>Translates the organisation’s strategic priorities into an operational plan of action; provides clarity and focus of effort through effective planning; allocates resources (i.e., human, capital, financial); develops and utilises processes to monitor progress and contingencies.</p>	<p style="text-align: center;">Communication</p> <p>Expresses and conveys information effectively to other people. This includes speaking, writing, and listening. This covers formal and informal situations.</p>	<p style="text-align: center;">Health and Safety Awareness</p> <p>Promotes a culture where health and safety are seen as integral to success. Is aware of and takes into account conditions that affect own and others’ health and safety.</p>
<p style="text-align: center;">Stakeholder Focus</p> <p>Focuses attention on meeting the needs of stakeholders (internal and external) ensuring their satisfaction.</p>	<p style="text-align: center;">Delegation</p> <p>Takes into account strengths, knowledge, potential and development opportunities when delegating; monitors activities that have been delegated; provides support without removing responsibility.</p>	<p style="text-align: center;">Innovation and Fostering Creativity</p> <p>Facilitates an environment where creativity and innovation can flourish; looks for opportunities to improve personal and the organisation’s performance, rethinking how to approach work. Develops and actively encourages other to develop creative and practical ideas. Adapts leadership style to allow for innovation.</p>
<p style="text-align: center;">Work Management</p> <p>Controls ones work by prioritising work goals, requirements, and areas of opportunity.</p>	<p style="text-align: center;">Developing Organisational Capability</p> <p>Creates learning opportunities for others to develop and grow, positively influencing their progress towards successful results. Coaches and gives feedback, guidance, and support to enable individuals to reach agreed objectives. Creates an environment conducive to learning.</p>	<p style="text-align: center;">Integrity</p> <p>Acts in a manner that conveys the principles important to the Organisation, including impartiality, fairness, honesty, openness, sound business ethics and respect for others. Demonstrates high standards of ethical behaviour.</p>
	<p style="text-align: center;">Influential Leadership</p> <p>Inspires, motivates, and builds cohesive teams; promotes and uses the organisation’s Vision, Values, and strategic priorities as a guide to everyday business. Leads others through</p>	<p style="text-align: center;">Learning</p> <p>Acquires, understands, and applies new job-related information knowledge and skills in a timely manner. Able to learn from experiences and other people and apply in practice.</p>

	change by helping them to see and feel how things can be different.	
	<p style="text-align: center;">Persuasiveness</p> <p>Uses appropriate interpersonal styles and communication methods to gain acceptance of an idea, plan, or process; effectively influences others over whom one has no positional PASO (peers, colleagues, those external to the organisation); adapts one's own behaviour to accommodate circumstances and individuals involved.</p>	<p style="text-align: center;">Self-Awareness</p> <p>Recognises own emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times.</p>
		<p style="text-align: center;">Fostering High Work Standards</p> <p>Sets high personal and professional standards for self and others; assumes responsibility and accountability for the successful completion of projects, assignments, or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy. Fosters an environment of excellence in the organisation.</p>