



MINISTRY OF ECONOMY

JOB DESCRIPTION: SENIOR FINANCIAL ANALYST

CORPORATE INFORMATION

1. Position Level: Salary Band H
2. Salary Range : \$34,760.31 - \$44,564.50
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) Reports to: Principal Financial Analyst - Divestment Unit
 - b) Liaises with: State Owned Enterprises, Government Agencies and Stakeholders/Statutory Organisations
 - c) Subordinates: - Financial Analyst (1)
- Economic Planning Officer (1)

POSITION PURPOSE

The position assists in undertaking financial analyses and the implementation of approved strategies for the divestment/sale of government's interest in State Owned Enterprises (SOE) earmarked for sale and/or assets.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Assist in facilitating the partial divestment of SOEs or Government assets that have been earmarked for sale.
2. Ensure optimal return for government while facilitating divestment projects
3. Ensure effective monitoring of public enterprises through analyzing and interpreting financial and non-financial information of State Owned Entities (SOE) for decision making purposes
4. Provide support services to senior management of the Ministry to ensure provision of quality papers, reports and correspondences of the Ministry
5. Developing, establishing and maintaining professional working relationships with relevant government and private sectors stakeholders
6. Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. The Ministry shall have progressed towards the restructuring or partial divestment of an SOE or Government Asset.

2. Provide, at least two (2), timely research papers on matters pertaining to Divestment and/or new policy
3. Timely analysis and review of SOE submissions and effective and timely response to Parliamentary questions or subcommittee requests.
4. Actively contributing to all corporate requirements of the Ministry, including planning and budgeting and selection activities where required.

PERSON SPECIFICATION

In addition to University qualifications (i.e. Accounting/Finance/Commerce) related field from an accredited University (or equivalent relevant experience) the following knowledge, experience, skills and abilities are required to successfully undertake this role

Knowledge and Experience

1. Must have 2 years of work experience in analyzing and reporting on financial results;
2. Strong written and verbal influential communication and interpersonal skills in liaising with Internal and external parties;
3. Practical knowledge of experience in policy formulation, providing policy advice, and governance to bring about improvement in the entities;
4. Experience in understanding of teams and how to work effectively within a team environment;
5. Some knowledge and understanding of Public Enterprise Act and Companies Act is an advantage;

Skills and Abilities

1. Exceptional business writing skills and leadership skills;
2. Practically apply research findings and interpret, apply economic and/or financial models in assessment of projects;
3. Has the ability to interpret and assess technical reports to determine compliance with relevant legislation and guidelines;
4. The officer has good time management skills, with the ability to manage competing priorities to meet deadlines;
5. Able to provide sound policy advice on financial related matters and have collaborative communication and resource management skills.

Personal Character and Eligibility

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age 55 years, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate, COVID-19 vaccination/exemption evidence and police clearance prior to taking up duty.

Advisory on Covid-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from Covid-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.