



## TTC JOB DESCRIPTION

<b>Position Title:</b>	<b>Chief Financial Officer</b>	
<b>Level and Salary:</b>	<b>Level 3/2</b>	<b>\$24,000 to \$28,500</b>
<b>Department:</b>	<b>Finance Department</b>	
<b>Location:</b>	<b>Funafuti</b>	
<b>Report to:</b>	<b>CEO</b>	

### JOB PURPOSE

This position is responsible for bringing strategic financial leadership to TTC by planning, implementing, managing, and running of all financial activities of TTC. The CFO will understand the day-to-day operational demands of TTC, working within the corporate environment to the benefit of the entire TTC portfolio. As a member of the senior management team, the CFO is expected to be a strategic contributor who understand key business drivers and building effective relationships throughout the TTC family.

### KEY RESPONSIBILITIES

- Responsible for the overall management of the Finance Department.
- Lead strategic planning efforts for the Finance Department discipline, ensuring that department programs and initiatives are align to TTC business objectives and strategies.
- Oversee the overall financial management of TTC including the monitoring of TTC assets and updating of its inventory register.
- Collaborate closely with other departments to empower solutions that enhance TTC core business operations

### MAIN DUTIES AND OUTCOMES

- Develop, improve, and manage accounting system and procedures for TTC
- Provide financial advice, support, and oversight to all TTC large-scale projects
- Establish accounting policies and standard operating procedures, adjusting as needed based on the corporation needs and landscape.
- Ensure all financials are properly monitored, protected, secured and in-line with proper disaster recovery/business continuity plan



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- Lead financial relationship management at a senior level with key vendors and service providers, ensuring that offerings meet TTC's objectives and evolve as necessary for changing business and marketplace demands
- Responsible for the creation and overseeing of high-level KPIs for the Finance Department
- Prepare and compile quarterly/annual financial statements, accounts, and reports
- Preparation and compilation of TTC Annual Budget and Report.
- Verify and administer settlement of international and local voice traffic
- Ensure all staff in the department clearly understands their role in contributing to the success of TTC and maintain a focus on improving the development of TTC and improving customer services
- Work to develop internal talent that facilitates future growth opportunities for all staff of the Finance Department in consistent with TTC's core values
- Advise Management on any anticipate financial investment opportunities
- Monitor and coordinate the timely auditing of TTC yearly financials.
- Prepare and submit department quarterly reports to CEO before the end of every quarter.
- To report to the CEO and attend to any other duties assign by the CEO from time to time.

## MANDATORY REQUIREMENTS

- Bachelor in Accounting and Finance or a related field.
- Excellent knowledge and skills in Financial Accounting Systems preferably MYOB.
- Very good knowledge in the preparation and compilation of quarterly and annual financial statements, accounts and reports.
- Proficient in the preparation of Annual Budgeting and Reporting

## DESIRABLE REQUIREMENTS

- Excellent oral and written communication skills. (English and Tuvaluan)
- Excellent time management skills.
- At least three years working experience in a similar position.

## IMPORTANT NOTICE

Applicant through their application **MUST:**

1. Address all the qualification requirements of the job description.
2. Address each of the responsibilities of the job as listed in the job description indicating how best you can carry out those responsibilities satisfactorily and at the same time add value to the job.



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3. The response in each case in (1) and (2) must reflect the information in the CV; and the job application checklist.