

Ministry of Finance and Economic Management - Treasury Division

Position: Finance Officer/Numismatic Officer

Reports to: Funds Manager

Purpose: Process accounting transactions, produce reports and reconcile accounts for MFEM.
Manage numismatic and currency transactions for government.

Authorities: The position has no financial or people management responsibilities.

Responsibilities:

MFEM Accounting

- Ensure all data relating to the ministry's accounts are processed meeting all deadlines.
- Ensure that all accounting policies and procedures are followed.
- Complete all necessary reconciliations, both monthly and annual, ensuring that all outstanding issues are resolved within one month.
- Recommend changes to accounting procedures as necessary.
- Provide MFEM divisional reports for review within 5 working days of month end.
- Prepare MFEM's monthly and annual accounts.

Budget Process

- Coordinate and Prepare MFEM's Submission to the Government Annual Budget Process
- Prepare Cash flow to Funds Division for Bulk Funding based on the approved budget

Banking

- Control receipting of MFEM revenue through the Finance Division.
- Ensure banking of monies is carried out following correct procedures.
- Reconciling bank records with Solomon's.

Currency

- Maintain control of Cook Island specific currency stocks.
- Ensure adequate supplies of circulating currency to the Banks.
- Conduct a stock take of circulation coins and notes annually.

Numismatic

- Maintain control of Cook Island Commemorative Coins stocks
- Ensure that the budgeted revenues for Numismatic sales are achieved
- Conduct a stock take at end of financial year
- Ensure proper gazetting of all issues so they are legal tender.
- Ensuring royalties payable to the Crown are received and properly accounted for.
- Complete all necessary reconciliations, both monthly and annual, ensuring that all outstanding issues are resolved.

Insurance

- Monitor and coordinate all government's insurance policies

General

- Share knowledge and assist other members of the Treasury Division Team.
- Communicate any issues relating to the Treasury Division or MFEM as soon as possible to the appropriate person
- Recommend enhancements and improvements to operating procedures.
- Ensure a high level of customer service when dealing with all parties.
- Ensure confidentiality of all information.
- Complete operating checklists for all tasks.

Relationships:

WHO	WHY	Frequency
(a) Internal		
Treasury Division Staff	Obtain information relevant to the successful completion of tasks and planning for the division	Daily
MFEM Divisional heads	Providing Monthly Financial reports	Monthly
	Obtain information relating to processing of financial transactions	Daily
Financial Secretary	Numismatic Submissions and reports	Daily
Management Accounting	Provide reports and liaise on various issues	Daily/ Monthly
(b) External		
Minting Companies	Minting of Commemorative coins	Daily
Overseas Buyers	Cook Islands Currency	Daily
NZ Banks/Security Companies	Source NZD currency and other information	Monthly/ Annually
Cabinet Secretary	Numismatic Submissions	Weekly
Crown Law	Numismatic Submissions	Weekly
Brian Mason	Numismatic Advisor	Daily
Local Banks	Obtain bank drafts for debt payments	Monthly
Suppliers	Resolve any creditor and payment issues	Daily

Qualifications/Requirements

- A diploma/bachelor in accounting (or similar) or in the progress towards achieving
- Good understanding of financial management principles, General Accepted Accounting Practice (GAAP)
- Knowledge of the MFEM Act
- Problem solving and negotiation skills with the ability to respond quickly and effectively
- Good oral and written communication skills
- Conceptual and analytical skills
- Good project management skills
- Discretion, tact and diplomacy

- The ability to represent MFEM as required
- Ability to work productively in a team environment.
- Computer literate with knowledge of Microsoft Word, Access, Excel and Accounting packages. Some Knowledge of Solomons IV accounting package would be an advantage.
- Excellent standard of written and spoken English