

TOR FINANCE OFFICER



TERMS OF REFERENCE (TOR)

Location	Tongatapu
Expected Duration	September 2023 to August 2025
Application Deadline	Monday, 25 th September 2023
Position	Finance Officer

1. Overview of Role

The Finance Officer will provide financial and administrative support to the Ma'a Fafine mo e Famili Inc. (MFF), in Nuku'alofa, Tonga. This officer will be a member of the MFF Operations Unit, which provides financial support to the organisation.

2. Background

The Ma'a Fafine mo e Famili (MFF) is a Non-Government Organisation (NGO) which was formally established on the 15th April 2008. We are firstly a women's rights organisation and we have evolved to include, children, the elderly and those living with disabilities in our portfolio. We basically conduct counselling for victims of violence especially women, children, the elderly and we also refer them to the services that they need such as to the hospital, the police and legal services. We also run outreach training on legal literacy and transformational leadership to women and nowadays men, on their rights within the Constitution and the laws of Tonga. If there is a right that needs to be recognized, we research into it and lobby for it. Our *National Study on Domestic Violence Against Women 2012* was used as baseline for the formation of the *Family Protection Act 2013*. Our study on the *Experiences and Needs of Children Including those living with Disabilities, 2018* is now baseline for the drafting of the *Children's Protection Policy, 2023*. Another important element of our work is caring for the elderly, 60 years and over on Tongatapu, Ha'apai and 'Eua, Niuatoputapu and Niua Fo'ou. We have been doing this for the government since 2012.

Through the Tonga Australian Support Platform (TASP), MFF has been awarded grants that will enable them to deliver quality services to their target audiences whom are elderly clientele and young women leaders.

3. Purpose of the Role

The Finance Officer will provide a wide range of financial and logistical activities to ensure efficiency of the MFF and supports the implementation of activities. The Finance Officer will undertake the specific responsibilities described below and additional responsibilities assigned by the Director.



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4. Roles and Responsibilities

Accounting Payments

- Maintain the general ledger, posting entries, reconciliation of accounts to the general ledger and the general ledger to the balance sheet.
- Keep high quality accounting records and safeguard the integrity of the computerised/ Financial Accounting system and ensure that records are updated daily.
- Cash flow management, including processing deposits and disbursements, monitoring advances and acquittals, recording transactions, posting to journals and completing bank reconciliations.
- Ensuring all expenditures are processed in accordance with MFF procurement guidelines.
- Complete weekly and end-of-month cash counts.
- Complete bank reconciliation
- Disburse funds for MFF office operations.
- Prepare payments for all invoices when due. Ensure that all donor acquittals and requirements are adhered to;
- Ensure that all donor and internal financial reports are up-to-date and correct;
- Work with the Board members in finding funding for the vision and goals of the organisation;
- Handling the budgeting process in liaison with the project officer

Filings and Controls

- File all financial documents regularly (as soon as they are completed).
- Perform backups on financial data in regular basis, and under the guidance and review of the Director.
- Provide any logistical support required to ensure the successful implementation of the MFF programs, including monthly financial updates for the donor in close liaison with the Director.
- Positively contribute to a cooperative and positive working environment, promoting teamwork and team spirit, participate in decision making and support the MFF team in progressing towards objectives and goals.
- Report any misuse or misunderstandings of finances/organisational assets/resources to the Director or Board Chairperson.

5. Essential Criteria

- A Bachelor or post graduate qualification in Accounting and at least 3 years experience working in a similar role, preferably for a regional program or donor-funded activity.
- Excellent understanding of financial and administration systems and procedures
- Experience working in an environment involving high levels of change and complexity



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- Excellent analytical skills; the ability to analyse complex financial data and design/produce effective management information systems
- Computer proficiency and experience with computerised accounts packages including MYOB, Excel, PowerPoint, and Word
- Prior experience working in a fast-paced environment and to strict deadlines, managing a complex and diverse workload, maintaining high levels of attention to detail whilst producing high quality outputs.
- Strong written and spoken in Tongan and English language skills.
- Excellent interpersonal and communication skills and experience in liaising with a range of partners, stakeholders, and vendors.
- Enthusiasm and ability to work as part of a team, while being able to work independently.
- Demonstrated ability to work collaboratively and effectively at a range of administrative levels in a cross-cultural setting.

The Finance Officer will report directly to the Director of the Organisation.

6. How to apply

Interested candidates should submit their CV along with their application letter, 2 referees, police record, medical record and a copy of a valid driver's license. These can be sent via e-mail to mfftonga@gmail.com no later than 25th September 2023.

Only those who will be shortlisted, will be contacted.