****

**JOB DESCRIPTION: DIRECTOR OF FINANCE & LOGISTICS**

**(VACANCY FCS 01/24)**

**Position Title:** Director of Finance & Logistics
**Location:** Headquarters, Fiji Corrections Service
**Reports to:** Assistant Commissioner Administration
**Indirect Reports:** Senior Accounts Officer, Chief Logistic Officer, Logistics Team

**Salary:** $64,603.00 - $129,864.00 plus Extra Duty Allowance of 12.5% and 20% of Lodging Allowance.

**Position Purpose**

The Director of Finance & Logistics is responsible for overseeing the financial management, procurement, and logistical operations within the Fiji Corrections Service (FCS). This role ensures that all financial activities comply with regulations and that resources are effectively managed to support the mission of FCS. The Director also manages supply chain logistics, ensuring that all institutions have the necessary materials, equipment, and services to function efficiently.

**Key Responsibilities**

* Oversee the budget proposal exercise, implementation, and monitoring of the FCS Budget.
* Ensure accurate financial reporting, including the preparation of monthly, quarterly, and annual financial statements.
* Manage cash flow and ensure efficient use of resources.
* Develop financial strategies and risk management protocols to safeguard FCS assets.
* Ensure compliance with financial regulations, internal policies, and external audit requirements.
* Advise senior management on financial matters, including cash flow, and long-term financial planning.
* Lead the annual budgeting process, working closely with other departments/ units to align financial resources with operational needs.
* Monitor budget performance and provide regular updates and adjustments as necessary.
* Prepare financial forecasts to guide long-term financial planning and decision-making.
* Oversee procurement processes to ensure compliance with government regulations and FCS policies.
* Ensure value for money in all purchases by adhering to competitive bidding and transparent vendor selection.
* Develop procurement strategies to improve efficiency and reduce costs.
* Manage contracts with suppliers and vendors, ensuring timely delivery and quality of goods and services.
* Oversee the logistical operations of FCS, including the transportation and storage of supplies, materials, and equipment.
* Ensure that correctional facilities are adequately and timely stocked with necessary items (e.g., uniforms, food supplies, maintenance tools).
* Oversee the management of fleet operations, ensuring the optimal use and maintenance of FCS vehicles.
* Oversee the coordination of the movement of goods and services between different institutions to meet operational needs.
* Ensure the efficient management of all physical assets, including inventory control and maintenance of equipment and infrastructure.
* Oversee the management of FCS warehouses, stores, ensuring accurate stock levels and proper record-keeping.
* Implement systems to monitor and control the usage of resources to prevent wastage or misuse.
* Provide leadership and direction to the Finance, Procurement, and Logistics teams.
* Set performance objectives and manage team performance through regular appraisals and feedback.
* Ensure the continuous development and training of team members to enhance capacity and productivity.
* Foster a culture of accountability, transparency, and excellence in service delivery.
* Develop and enforce policies and procedures related to financial management, procurement, and logistics.
* Ensure that all FCS operations align with government regulations, financial standards, and internal controls.
* Regularly review and update policies to reflect best practices and changes in legislation.
* Identify financial, operational, and logistical risks and develop mitigation strategies.
* Implement internal controls to safeguard FCS finances, assets, and inventory.
* Conduct regular audits and assessments to ensure compliance with policies and the accuracy of records.

**Qualifications and Experience**

Bachelor’s Degree in Finance, Accounting, Business Administration, or Logistics Management. A Master’s Degree is preferred.Minimum of 7 years of experience in financial management, procurement, and logistics, with at least 3 years in a leadership role. Public sector experience is an added advantage.

**Key Performance Indicators (KPIs)**

* Timely and accurate financial reporting and budget management.
* Efficient and compliant procurement processes with cost savings.
* Effective logistical support and resource management across all institutions.
* Maintenance of accurate asset inventories and minimized wastage or loss.
* Positive internal and external audit results with minimal findings.
* High team performance and satisfaction in Finance, Procurement, and Logistics.

**Skills and Competencies**

* Strong financial analysis and budgeting skills.
* In-depth knowledge of procurement and supply chain management.
* Leadership and team development skills.
* Excellent communication, negotiation, and interpersonal skills.
* Strong decision-making abilities with attention to detail.
* Ability to handle multiple projects and meet deadlines in a dynamic environment.
* Proficiency in accounting software, procurement management systems, and Microsoft Office suite.

**Working Conditions**

* This is an office-based role with regular interaction with correctional facilities, suppliers, and external stakeholders.
* Occasional travel to FCS institutions across the country may be required.
* May involve tight deadlines and the need to respond to urgent logistical or financial issues.