



POSITION DESCRIPTION

Position Title **Finance Clerk**

Position Summary:

The Finance Clerk contributes to the achievement of Bluesky Cook Islands business objectives by maintaining an effective and efficient Inventory sub system and controls, and ensuring that information is provided in an accurate and timely manner. In addition the Finance Clerk covers for the Accounts Clerk when required.

Department Summary:

The Finance team is responsible for managing financial processes, systems and controls in the Company (and continuously improving them) including: billing, financial record keeping, budgeting, purchase orders, accounts payable and accounts receivable, banking, financial reporting, administration and settlement of international roaming, traffic and transaction reporting, credit management, mobile roaming, fraud management, insurance and management of the billing and customer care software system (Eclipse). The group also administers the Bluesky payroll service.

Role Status:

Full time

Location:

Rarotonga, Cook Islands

Position reports to (role):

Financial Controller

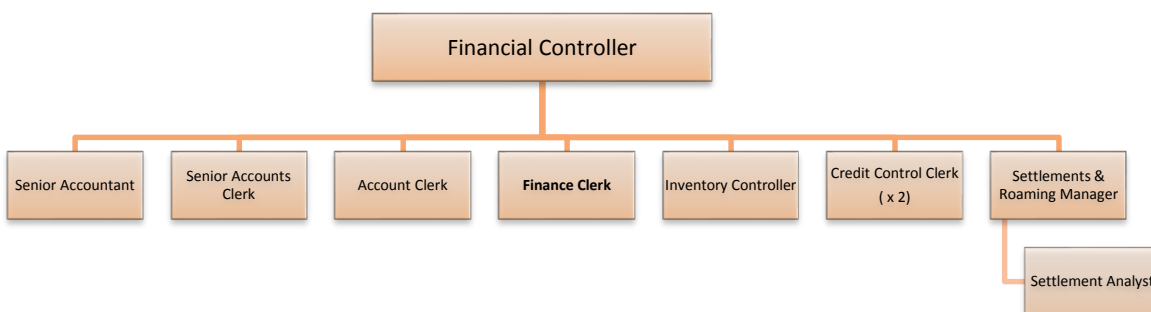
Management Unit:

Finance

Date:

March 2017

Department Organisational Structure



Key Accountabilities and Results Areas

<p>The Bluesky Board and Management team receive accurate and timely financial reports</p> <ul style="list-style-type: none"> • Maintain an efficient and accurate Inventory sub system ensuring that all processes are adhered to and any deviations addressed promptly. • Reconcile and clear inventory-clearing account weekly • Conduct monthly stock-takes for all Rarotonga locations, investigate and clear any variances correctly. • Reconcile all Outer Island Inventory status reports to Physical count per Inventory logsheets each month by the due date specific to the Group reporting timetable. • All Inventory accounts are reconciled to GL and filed by the 3rd working day of each month. • Investigate and take corrective action to clear outstanding balances from the Inventory clearing accounts and clear all reconciling items identified in the monthly reconciliations within 3 days of the next month. • Ensure that the Inventory modules are kept up to date with all changes. • Assist Inventory Controller with Customs clearances when required. • Assist Inventory Controller with procurements. • Assist Inventory Controller with freight pickups and deliveries.
<p>Effective and efficient financial processes and continuous improved customer satisfaction</p> <ul style="list-style-type: none"> • Process all inventory transactions for all locations daily • Clear all Sales service orders accurately on a daily basis • Ensure stock-takes of all locations are carried out monthly, (until further review) to keep variances to a minimum. • Reconciliation of all NZ bank accounts and BSP account within reporting timetable • Preparation of Company's cash flow report by Monday morning of each week. • Weekly review of the main retail outlet's daily balancing process and reporting any major issues or deviations from approved processes to the Financial Controller (FC) • Weekly review of Bulk store processes and transactions and reporting or taking corrective action to address any issues identified. • Ensure cover for Inventory Controller in his absence.
<p>Contribute to the achievement of Bluesky's revenue targets and WOW customers</p> <ul style="list-style-type: none"> • Ensure that Inventory is received into the Inventory system as soon as it's received into the store. • Maintain and update Inventory records accurately as soon as information and instructions received. • Supervise banking clerks to ensure that processes are adhered to. • Maintain an accurate and efficient Inventory filing system of all Inventory transactions including stock-take documents, with supporting documents attached for reference and properly authorised and approved.

Key Stakeholder Relationships

Internal Stakeholders:	<ul style="list-style-type: none"> • Country Manager • Finance Team • Management Team • Outer Island Staff
External Stakeholders:	<ul style="list-style-type: none"> • Suppliers • Customers • Banks

Key Requirements and Competencies

Qualifications/ Experience:	<ul style="list-style-type: none"> • Essential: NCEA 2 Level pass. Some qualification in accounting and maths and/or some work experience in clerical, administration and financial duties • Desirable: Tertiary qualifications in Accounting and/ or related field.
Knowledge/ Skills:	<ul style="list-style-type: none"> • Excellent communication skills • Ability to work and achieve targets and meet deadlines • Good excel skills and numbers • Ability to work as a team • Strong attention to detail and ability to use initiative and problem solve.
Organisational Competencies:	<ul style="list-style-type: none"> • Customer Service – Treats all customers courteously; is responsive to customer requests and elicits feedback from them to monitor their satisfaction; considers both the short and long-term interests of the customer in making service decisions; proactively identifies customer needs and takes responsibility for resolving customer complaints in a timely manner. • Learning Agility - Demonstrates a personal learning orientation; seeks and constructively uses feedback to build on strengths and manage weaknesses; is curious and shares learning, and in doing so creates an expectation in others to seek and learn from experiences.



	<ul style="list-style-type: none"> • Building Collaborative Relationships - Exhibits an ability to cooperate and collaborate with colleagues across Bluesky to achieve shared goals; develops and maintains a range of internal and external networks to meet organisational objectives; looks for opportunities to support colleagues.
	<ul style="list-style-type: none"> • Self Management - Sets personal goals in line with business unit plans; takes responsibility for prioritising own work; looks for opportunities to improve performance; is passionate about achieving results.
	<ul style="list-style-type: none"> • Continuous Improvement – Looks for opportunities to apply continuous improvement practices / principles in their work area; responds to suggestions from others; applies new learning so as to improve individual and team performance.

Compliance

Business Compliance:	<p>Ensure a sound understanding and:</p> <ul style="list-style-type: none"> • demonstrate commitment to and comply with all legislation and Bluesky policy relevant to the role and all activities undertaken in the role • ethical performance in an effort to maintain a high standard of conduct expected and deserved by our customers and to enable the Company to continue to offer its services and comply with our Bluesky Code of Ethics and Conduct.
Health and Safety:	<ul style="list-style-type: none"> • Undertake all work in a safe manner and follow all company and workplace health and safety procedures • Identify new hazards and advise manager or workplace Health and Safety representative/coordinator within 24 hours of identification • Accurately report incidents and accidents to manager or workplace Health and Safety representative/coordinator as soon as possible.

Vision, Values, Purpose & Our Way

Our Vision	Our Purpose	Our Values	The Bluesky Way
To be the most recognised and preferred company for connecting our Pacific communities around the world.	We apply technology and service excellence to advance and improve the lives of our customers	<ul style="list-style-type: none"> • Customer first • Team work • Integrity • Passion • Positive attitude and smile! 	<p>We take ownership and always do our best for customers.</p> <p>We respect and support each other.</p>