

Terms of Reference

Chief Financial Officer (CFO)

Summary

The Chief Financial Officer (CFO) is responsible for ensuring that pension assets are managed in the best interest of members, legal and regulatory arrangement are sound, the accounting information system are robust, adequate liquidity is maintained, long term and working capital are managed, avoidance of waste and production and publication of financial statements.

Responsibilities

Under the directions from the Chief Executive Officer (CEO), the CFO shall perform the following responsibilities.

1. Establishment and management of the financial reporting systems for pension schemes administered by MPAO.
2. Implement planning and budgeting practices, performance management systems and controls to ensure efficiency, effectiveness and cost management at MPAO;
3. Ensure that accounting policies and practices are current with international best practices and relevant laws and regulations;
4. Ensuring collection and payment of dues and liquidity management;
5. Provide advice to the board on investment policy, including policies for investment objectives, asset allocation, risk appetite, and tolerance, the risk framework, and social responsibility considerations;
6. Developing, implementing and monitoring investment strategies;
7. Overseeing research on economic and other trends affecting financial markets;
8. liaising and managing agents as a result of contractual arrangements, including subject matter experts, financial advisors, asset managers and custodians;
9. Managing interdisciplinary and diverse teams of financial and non- financial professionals;
10. Reporting to and coordinating with Board and other stakeholders, including legislative bodies, industry groups, committees) on investment, financial, and/or technical matters;

11. Contributing to strategy development at MPAO to ensure MPAO is attuned with broader social and public policy objectives of the state.

Reporting

The CFO will report to the CEO on a daily basis, and as and when required to the Board and Committees of the Board.

Qualification Requirements

- MQA Level 9 qualification in Accounting or Finance
 - Or professional qualifications such as ACCA, CPA
 - Minimum of 5 years work experience (at managerial level) in a relevant field.
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