



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: ACCOUNTS OFFICER [Asset Management & Monitoring Unit]

CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: [\$22,528.74 - \$28,883.00]
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a. **Reports To:** Senior Accounts Officer
 - b. **Liaises with:** Ministry Staff, Public Service NFAR and TMA Officers
 - c. **Subordinates:** 2

POSITION PURPOSE

The position assists in the implementation of the National Asset Management Framework ('NAMF') at Whole of Government level in ensuring that Governmental commitment to record, account and better plan on its major assets including infrastructural assets. This NAMF will further support Government financial reporting in accordance with the International Public Sector Accounting Standards ('IPSAS') that requires asset valuations on regular basis. The position also assists in the monitoring & evaluation and the financial reporting of Trading & Manufacturing Activities ('TMAs') at Whole of Government level in accordance with the Financial Management Act 2004 and the Finance Instructions 2010.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities.

1. Assist in to ensure that asset management policies developed are current and up-to-date for effective asset management and planning at Whole of Government level and to facilitate financial reporting as per the International Public Sector Accounting Standards and the relevant legislations, regulations.
2. Prepare standard quarterly report on compliance at Whole of Government level with regulations, policies and standards governing asset management (planning, recording and valuations) at Whole of Government level and recommendations per see.
3. Conduct analysis of financial and non-financial reporting of Government entities for informed decision making and effective asset management.
4. Facilitate awareness, training, advisory and regular update via research for the effective implementation of NAMF across Central Government and with other Agencies with the agreed timelines.
5. Provide administrative assistance in the implementation of the National Asset Management Framework.
6. Attend to issues related to Government investment and grant and carry out the necessary analysis and monitoring.
7. Monitor that key TMA requirements (business plans and monthly & annual financial reports) are prepared and evaluated to communicate the assessments to enhance its performance and reporting.
8. Assist in the formulation of policies and procedures or advisory services related to TMAs.
9. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and administrative activities or any other task assigned by management where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All issues related to Government investment or grants are attended and the relevant database is updated or the payment facilitated within the agreed timeframe.
2. All planned training, regular update via awareness and advisory related to the implementation of the NAMF and formulation of TMA policies and procedures are carried out within agreed timeline and in accordance with the governing regulations and standards.
3. All quarterly reports on the management of the assets via monitoring at Whole of Government level is prepared (planning, recording and valuations) identifying improvements with the NAMF framework and the legislations, regulations and international standard within the agreed timeframe.
4. All key TMA requirements (business plans and monthly & annual financial reports) are prepared and key issues addressed with respective agencies.

PERSON SPECIFICATION

In addition to Degree (or equivalent) in Accounting/Commerce, (or equivalent work experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 2 years' experience working in similar role in the public or private sector;
2. Practical working knowledge on the management of fixed asset that includes planning, recording and valuation of these assets and Financial Management Information System and its functions;
3. Understanding of the financial and procurement regulations, legislations and standards;
4. Working knowledge in development of policies, processes and procedures; and
5. Experience in the analysis of financial reports.

SKILLS AND ABILITIES

1. Ability to interpret and understand guiding finance legislations, regulations and accounting policies and its application to situations at hand;
2. Demonstrated ability to effectively work in a team, with clients and stakeholders;
3. Demonstrated ability to work beyond normal hours and strict deadlines including timely responses to queries;
4. Excellent communication, interpersonal and representational skills; and
5. Must be computer literate (MS-Office Applications)

PERSONAL CHARACTER

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants