



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

ROLE/JOB DESCRIPTION: **Development Finance Analyst**

CORPORATE INFORMATION

1. **Position Level:** Band F
2. **Salary Range:** \$22,528.74 - \$28,883.00
3. **Duty Station:** Suva, with occasional travel
4. **Reporting Responsibilities:**
 - a) **Reports To:** Manager International Cooperation
 - b) **Liases with:** Ministry staff, Government Ministries and external stakeholders
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position provides support in the coordination of accounting/finance matters relating to ODA, in accordance with the Generally Accepted Accounting Principles, Financial Management Act 2004, Finance Instructions 2010, Procurement Regulations 2010 and other written rules and guidelines of the Fiji Government.

Key Responsibilities

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

1. Prepare accurate assessment and timely submissions of ad-hoc donor fund requests from Government agencies and VAT refund requests from development partners;
2. Ensure proper and accurate recording and reporting of grant funds in the FMIS and other customised database of the Unit;
3. Prepare month-end procedures of aid accounts maintained by the Unit in accordance with relevant grant agreements, the finance instructions and manual of the Ministry;
4. Monitor and ensure accurate reporting of the budget for miscellaneous aid, VAT aid-in-kind and other aid funded projects for the financial year and timely submission of any virement request (if required);
5. Ensure proper maintenance of all aid related information/documentation;
6. Facilitate audit of donor funded project accounts as and when required;
7. Provide support in the development of written policies and procedures for accounting of development finance;
8. Provide secretarial support for the Budget and Aid Coordinating Committee;
9. Actively contribute to the Ministry and corporate requirements, including planning, budgeting, auditing, representation in parliamentary meetings, reforms / change management and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely and accurate submissions of ad-hoc donor fund requests and VAT refund;
2. Timely and accurate recording and reporting of grant funds in FMIS and other customised database of the Unit;
3. Proper and accurate maintenance and reconciliation of aid accounts and supporting documentations;
4. Ensuring compliance with the financial legislations and regulations and standard operating procedures of the Unit on aid related matters.

PERSON SPECIFICATION

In addition to a Bachelor's Degree or above in accounting, finance or economics [or equivalent relevant experience], the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 2 years' experience in working in an accounting/finance related field;
2. Understanding of applicable regulations, policies and laws and demonstrated ability to exercise effective judgment;
3. Basic knowledge of key development partners and their operating procedures; and
4. Understanding of financial legislations, particularly the Financial Management Act 2004 and Finance Instructions 2010 will be an advantage.

SKILLS AND ABILITIES

1. Possess strong analytical, data interpretation, report writing and computer skills;
2. Well versed in the use of various MS excel functions;
3. Understanding basic operations of accounting information systems; and
4. Ability to effectively assess development projects/programmes.

PERSONAL CHARACTER AND ELIGIBILITY

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