



# MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

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## Job Description: Senior Accounts Officer – Treasury (Financial Operations)

### CORPORATE INFORMATION

1. Position Level: Salary Band: **H**
2. Salary Range: **34,760.31 to 44,564.50**
3. Duty Station: Suva, limited travel to divisions and districts required.
4. Reporting Responsibilities:
  - a) **Reports To: Manager Financial Operations via Assistant Manager Financial Operations**
  - b) **Liaises with:** Ministry staff, Government Agencies, Auditors, Banks, Consultants and Development Partners, Banks and FRCS
  - c) **Subordinates:** staff in the level of Accounts Officers, Assistant Accounts Officers, Treasury Assistants

### POSITION PURPOSE

The position is responsible for the collection of revenue, facilitation of payments and its subsequent recording and reporting in accordance with the governing regulations, legislations, guidelines and orders. The position also assists in advisory services at Whole of Government for the efficient and effective management of revenue and payments systems and its related policies and processes.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure that all payments including international payments and the collection of revenues are assessed and paid/receipted, recorded, reconciled and reported within the agreed timelines adhering to the governing legislations, regulations, guidelines and procedures in place.
2. Formulate advisory services and support change management to enhance systems and processes related to payments and collection of revenues within agreed timelines and in accordance with the International standards and relevant legislations, policies and procedures.
3. Liaise with relevant stakeholders and influence on matters related to payments and revenue collections that promotes accountability and address any concerns and queries with agreed timelines as per the governing legislations, regulations, guidelines and procedures in place.
4. Actively contribute to the Ministry and corporate requirements, including planning, budgeting, auditing and the innovation in the work processes and systems where required.
5. Any other tasks assigned by Head of Treasury or Manager Financial Operations.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All collection of revenues and payments are reviewed and receipted/paid and recorded, reconciled and reported within the agreed timelines in accordance with the governing legislations, regulations, guidelines, and procedures in place.
2. All analytical spreadsheets/reports and templates are up to date and available for management decision making.
3. The formulation of advisory services on payments and revenue systems and its processes are accurate and in accordance with the governing legislations, regulations, guidelines and procedures in place.
4. All work to successfully contribute and represent the Ministry and its corporate requirements are conducted with the agreed timelines in accordance with the relevant legislations and regulations.

## **PERSON SPECIFICATION**

In addition to Postgraduate Certificate in Accounting/Commerce or similar from a recognized institution (or equivalent relevant experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 3 years' experience working in a medium to large accounting unit;
2. Practical, working knowledge of accounting, financial reporting and financial management systems within the Fijian Government or that similar to in a medium-large organisation;
3. Detailed knowledge on Income Tax Act and other tax acts pertaining to the Government;
4. Practical experience in the application of legislations, regulations, international accounting and auditing standards, policies and processes;
5. Member of a recognized accountancy body, locally or internationally.

### **Skills and Abilities**

1. Able to produce highly quality reports using MS. Office packages such as MS. Word or MS. Excel.
2. Ability to multi-task and also highlight to management what business processes or policies need to be changed or aligned to ensure compliance.
3. Possess excellent communication, interpersonal, stakeholder management, and influencing skills.
4. Ability to analyse and identify problems (root cause of matters and issues) and provide sound practical recommendations to address matters.
5. Ability to work beyond normal operating hours.
6. Ability to achieve results as an individual and through effective team leadership, high regard to the code of conduct, ethics, accountability and governance of an organisation.
7. Demonstrated ability to work in projects, change management, organize activities and manage and motivate team and work with multi-functional team on multiple tasks.
8. Service oriented approach, with a commitment to supporting the operational and corporate

environment of the organisation and work beyond normal working hours.

### **Personal Character and Eligibility**

Applicants for employment must be Fijian Citizens, under Age 60, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicant.