



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: ACCOUNTS OFFICER [DEBT MANAGEMENT]

CORPORATE INFORMATION

1. Position Level: F
2. Salary Range: \$22,528.74-\$28,883.00
3. Duty Station: Ro Lalabalavu House, Level 6 West Wing, Suva.
4. Reporting Responsibilities:
 - a. **Reports To:** Principal Accounts Officer
 - b. **Liases with:** Ministry staff, Reserve Bank of Fiji and stakeholders
 - c. **Subordinates:** Nil (Direct reports only)

POSITION PURPOSE

The purpose of this position is to assist the Senior Accounts Officer/Principal Accounts Officer in the collation of data for debt portfolio analysis. The post ensures recording of debt transactions are updated daily in FMIS and the Meridian system and also maintain accuracy and timeliness of loans confirmation, settlement and administration in FMIS and the Meridian system and also assists in the audit of domestic loans and the budget preparations.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Collating of total government central debt – Domestic and external debt on a monthly basis.
2. Prepare Journal Vouchers and posting of debt transactions into the FMIS and Meridian system.
3. Review and prepare debt servicing instructions on monthly basis.
4. Monthly review of domestic and external debt with FMIS and Meridian systems to ensure accuracy of recordings.
5. Prepare monthly reconciliations of issuance and redemptions of Government bonds and treasury bills and the Government accounts held with the unit.
6. Verifying of domestic and external debt journals before uploading into the debt management systems.
7. Update of loan and contingent liabilities registers.
8. Prepare Virement and Cash flow adjustment for debt and external settlements.
9. Assist in Budget Preparation for Head 52 and Annual audit.
10. Ensure accuracy and timely dissemination of data to internal and external stakeholders.
11. Other duties as assigned by Management.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ensure accuracy in the recording of debt transactions in the FMIS and Meridian.
2. Ensure accuracy and consistency in verifying/authorising of recording and analysis of domestic and external debt data in the FMIS and Meridian.

3. Ensure proper and consistent debt recording of both quarterly and Annual Debt reports.
4. Proper Verification of domestic and external postings into debt recording systems.
5. Maintain accuracy and efficiency when preparing Head 52 Budget Loading for charges on account of Public Debt.
6. Ensure timely and efficient dissemination of data requests by internal and external stakeholders.

PERSON SPECIFICATION

In addition to a degree level (or equivalent) in Accounting, Finance, or similar qualifications, the following Knowledge, Experience, Skills and Abilities are required also to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years' experience working in debt management or on a broad range of accounting functions.
2. Practical, working knowledge of debt management and functions and recording.

SKILLS AND ABILITIES

1. Ability to achieve results personally and through effective team leadership
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Capacity to utilise computer programs to support daily operations
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

PERSONAL CHARACTER

All applicants for employment in the Ministry of Finance 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 Fijian Citizens, 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 the 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.