



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

ROLE | JOB DESCRIPTION: ACCOUNTS OFFICER [FMIS]

CORPORATE INFORMATION

1. Position Level: Band F
2. Salary Range: \$22,528.74- \$28,883.00
3. Duty Station – Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
 - a. **Reports To:** Senior Accounts Officer
 - b. **Liaises with:** Ministry staff, Government Ministries/Departments, Agencies, Auditors, Banks, Consultants and Development Partners.

POSITION PURPOSE

The position is responsible for providing support, training and advisory to system endusers and other stakeholders relating to the Financial Management Information System [FMIS] particularly responsible for a single FMIS module. The role is not limited to that module and is required to assist in other FMIS modules on a need basis.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Provide timely assistance to Ministries/Department and stakeholders for any module related queries within the agreed timelines adhering to the governing legislations, regulations, guidelines and procedures in place.
2. Provide training to FMIS users both in-house and divisions according to the training schedule and facilitate any ad-hoc trainings on need basis. This to ensure that any new staff introduced in the Government a well trained to use the FMIS system accurately and efficiently.
3. Monitor and provide all related module support to Ministries/Department during the Closing of Accounts period ensuring Ministries/Department are compliant with governing legislations, guidelines and regulations.
4. Assist the Senior Accounts Officer in coordinating the User-Group meetings which is schedule on a periodic basis to solve recurring issues.
5. Actively contribute to system enhancements and innovation in work processes where required.
6. Any other task assigned by the Supervisor.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provide on-going Functional Support & Solutions to the FMIS end users as per the Ministry of Finance, Finance Manual, Instructions, Acts and other relevant legislation and regulations.
2. Provide timely assistance to senior management with agreed timelines and as and when required.
3. Provide on-going scheduled FMIS Trainings within the agreed timelines or as and when required.
4. Effectively and efficiently carry out procedures in relation to the End of the Fiscal Year Closing of Accounts in accordance with agreed timelines, Ministry of Finance, Finance Manual, Instructions, Acts and other the relevant legislations and regulations.

PERSON SPECIFICATION

In addition to Degree qualification in Accounting/Information System the following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 2 years' experience working on a broad range of accounting and financial reporting function.
2. Practical, working knowledge of accounting, financial reporting and financial management systems within the Fijian Government or that similar to in a mediumlarge organization.
3. Practical experience in the application of legislations, regulations, international accounting and auditing standards, policies and process.

Skills and Abilities

1. Demonstrated knowledge and understanding of financial management information systems and the International Accounting standards;
2. Ability to analyze and identify problems (root cause of matters and issues) and provide sound practical recommendations to address matters.
3. Ability to multi-task on projects and also highlight to supervisor(s) what business processes or policies need to be changed or aligned to ensure compliance.
4. Excellent communication, interpersonal, representational and stakeholder management and influencing skills.
5. Demonstrated ability to lead projects, change management, organize activities and manage and motivate team and work with multi-functional team.
6. Capacity to utilise computer programs to support daily operations
7. 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