



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: SENIOR ACCOUNTS OFFICER [IAGG]

CORPORATE INFORMATION

1. Position Level: salary Band H
2. Salary Range: \$34,760.31-\$44,564.50
3. Duty Station: Ro Lalabalavu House
4. Reporting Responsibilities;
 - a) **Reports To:** Principal Accounts Officer /Principal Internal Auditor
 - b) **Liaises with:** Ministry staff, Ministries and Departments
 - c) **Subordinates:** Audit Officers

POSITION PURPOSE

The purpose of this position is to provide support services by evaluating and reporting on the effectiveness of internal control system in regards to compliance with Government policies, procedure and regulations and recommending improvements for financial systems, administration systems and other relevant operations well as conduct special investigation and Internal Audits as and when it is required.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Lead the team in the compilation of Annual Audit Plan and timely compilation of Engagement Plans; conduct reviews, investigations, audits and follow up for allocated Ministries and Departments.
2. Organize and Coordinate exit interviews with client department and coordinate audit and special investigations as and when required.
3. Management of subordinate staff performance and delivery of outputs;
4. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed TOR and AAP are completed and delivered as outlined in the Annual Work Plan.
2. All agreed reviews are conducted and delivered within agreed timeframes, and compliant with Annual Work Plan.
3. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including recommendations for improvement.

4. Timely and appropriate supervision of staff activities and performance that support the achievement of expected outcomes in individual work plans.

PERSON SPECIFICATION

In addition to a relevant Undergraduate Degree in Accounting, Finance, Commerce, (or equivalent) from a recognised 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 2 - 3 years' experience as an Accounts Officer or Audit Officer in Internal Audit and/or in conducting Special Audits;
2. Practical experience in Internal Audit and must be well versed with IIA Standards and Government Regulations and Guidelines.

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. Demonstrated ability to maintain confidentiality
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.

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