



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

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## JOB DESCRIPTION

### POSITION TITLE: TREASURY ASSISTANT [FINANCIAL OPERATIONS]

#### CORPORATE INFORMATION

1. Position Level: Band C
2. Salary Range: \$12,081.69 to \$15,489.35
3. Duty Station – Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
  - a. **Reports To:** Assistant Accounts Officer, Accounts Officer, Senior Accounts Officer and Assistant Manager and Manager
  - b. **Liases with:** Staff of the Ministry, Accounting Heads and staffs of Budget Agency and stakeholders

#### POSITION PURPOSE

The position is responsible to process the day-to-day operations of Financial Operations Unit in relation to grant releases, payments, refunds, assist in excess approval, advance payment vetting submitted by ministries/departments, assist in processing of contractual payments, revenue collection, trust monies receipting and record keeping and any other task delegated by the supervisor.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure that all payments are processed in an effective and efficient manner.
2. Ensure that all accounting transactions are accurate, appropriate, and comply with policies and procedures.
3. Able to manage multiple tasks and provide timely update to supervisor as and when required.
4. Able to perform revenue collection duties and monthly reconciliations when assigned by supervisor.
5. Liaise with Ministries/Department daily in terms of clearance of their IDC account.
6. Able to update spreadsheets for Financial Operations Unit for decision making.
7. Able to execute any other tasks assigned by Supervisor as and when required.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All payments are facilitated and the recorded within the agreed timeline and in accordance with Financial Acts, Regulations, Manuals and policies.
2. All queries by vendors/departments are attended urgently and rectified/reported to supervisors within 1 working days to ensure efficient and effective customer service.
3. Revenue and Trust Monies received are recorded correctly in the Financial Management System.
4. Tasks delegated by supervisors to be completed within given deadline with accurate and efficient reporting.

### **PERSON SPECIFICATION**

In addition, to a diploma in Accounting or experience in the Accounting field, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

#### **Knowledge and Experience**

1. At least 1-2 years' experience in general accounting duties.

#### **Skills and Abilities**

1. Demonstrate willingness and ability to understand and interpret guiding finance legislation, regulation and accounting policies of the Government.
2. Ability to work independently, problem –solve, and prioritise tasks.
3. Demonstrated ability to plan and organize activities, projects and work cooperatively within a team environment.
4. Sound communication, interpersonal and representational skills.
5. Ability to work under pressure and meet timeline.
6. Capacity to utilize computer programs to support daily operations
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

#### **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