



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

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## ROLE | JOB DESCRIPTION: ASSISTANT ACCOUNTS OFFICER [FINANCIAL OPERATIONS]

### CORPORATE INFORMATION

1. Position Level: Band E
2. Salary Range: \$19,041.75 to \$24,412.50
3. Duty Station – Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
  - a. **Reports To:** 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
  - c. **Subordinates:** Treasury Assistants

### POSITION PURPOSE

The position assesses and processes 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 and any other task delegated by the supervisor.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Assessing & processing payments in an effective and efficient manner.
2. Verify and 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. Process excess approvals / advance payment approvals and of daily cash-flow transfers.
5. Able to perform revenue collection/monitoring duties.
6. Able to review/prepare spreadsheets and provide updates to supervisors in a timely manner for decision making.
7. Liaise & revert to ministries/departments on the queries as and when required.
8. Maintain ledgers and payments as required & formulate standard monthly payments report.

9. Has the flare to assist the team during emergency periods - during odd working hours (as and when required).
10. 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. Summarised spreadsheets that are maintained by Financial Operations Unit are provided to the Supervisor within agreed timeline.
4. Provide timely and accurate advice as and when required.
5. Tasks delegated by supervisors to be completed within given deadline with accurate and efficient reporting.

### **PERSON SPECIFICATION**

In addition, to have a Bachelor's degree in Accounting, [or equivalent relevant experience] the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 2 years' experience in contractual payment, knows and understands the tax applications on various types of payments.

### **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 lead, plan and organise activities, projects and work cooperatively within a team environment.
4. Sound communication, interpersonal and representational skills.
5. Ability to work beyond normal hours and meet strict deadlines.
6. Ability to work under pressure and meet timeline.
7. Capacity to utilise computer programs to support daily operations.
8. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

## 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