



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: ASSISTANT MANAGER (FINANCIAL OPERATIONS)

CORPORATE INFORMATION

1. Position Level: Salary Band I
2. Salary: \$43,296.63 to \$55,508.50
3. Duty Station – Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
 - a. **Reports To:** Manager – Financial Operations
 - b. **Liaises with:** Ministry staff, Government Agencies, Auditors, Banks, Consultants and Development Partners.
 - c. **Subordinates:** Senior Accountants, Accountants, Assistant Accountants and Financial Operations Assistants.

POSITION PURPOSE

Oversee the payment of Ministry of Finance through Treasury Division and Prudent management of daily transfers and Cashflow.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Administer and control the vendor payments, Grants including Contractual payments through proper administration of the Government of Fiji, Financial Management Information System.
2. Provide appropriate and timely advice to Management on payment and cash holdings including formulating responses to Audit Queries
3. Review, verify and ensure that all transactions are accurate, appropriate, and comply with operational policies and procedures.
4. Provide advisory services for whole of Government, to ensure consistency in information dissemination in accordance with the governing legislations, regulations, guidelines and procedures in place.
5. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All payments are processed within agreed timeframe, and compliance with financial management instruction, contracts, policy and procedures.
2. Timely and accurate response and record of requests, suggestions and complaints to enable continuous improvement of services.

3. All Excess Approval / Advance Payment and Refunds requests is thoroughly vetted and feedback provided as per the agreed timeframe, in compliance with financial management instruction.
4. All Financial Operations functions are conducted in compliance with the policy and procedures contracts and relevant legislation.

PERSON SPECIFICATIONS

In addition to Postgraduate Certificate in Accounting/Commerce or similar from a recognized institution (or equivalent relevant experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE & EXPERIENCE

1. At least 5 years' experience working in a medium to large accounting unit;
2. Practical, working knowledge of accounting, financial reporting and financial management systems within the Fijian Government or that similar to in a large organization;
3. Practical experience in the application of legislations, regulations, international accounting and auditing standards, policies and processes.
4. Member of a recognized accountancy body, locally or internationally [optional].

SKILLS & ABILITIES

1. Demonstrated knowledge and understanding of financial management systems, and International Accounting/auditing 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 achieve results as an individual and through effective team leadership, high regard to the code of conduct, ethics, accountability and governance of an organization.
4. Excellent communication, interpersonal, 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 & 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 applicants.