



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: SENIOR ACCOUNTS OFFICER [FPAU]

CORPORATE INFORMATION

1. Position Level: Salary Band (H)
2. Salary Range: \$34,760.31 – \$44,564.50
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Principal Accounts Officer (Financial Policy Assurance Unit)
 - b) **Liaises with:** Staff within the Ministry, External Government Agencies, Public
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position supports the formulation of financial policies across all Government Ministries and Departments in line with the Financial Management Act, Finance Instructions 2010, Procurement Regulations 2010 that fosters good governance and best practices in Public Financial Management.

KEY RESPONSIBILITIES

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

1. Research and develop Financial Policy in line with the Financial Management Act, Finance Instructions and Procurement Regulations;
2. Provide timely policy advice whether written or oral to all stakeholders;
3. Facilitate presentations and information sessions on legislative framework and policies as and when required;
4. Provide input to and ensure compliance of all processes in Finance Manual analysis;
5. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and administrative activities or tasks assigned by Management where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective and timely development of all financial policies within the agreed timelines;
2. Timely provision of financial policy verbal advice within the agreed timelines;
3. Timely assessment and provision of advice to Executive Management prior to providing advice to Stakeholders requesting for Financial Advice within the agreed timelines;
4. Complete analysis of all Agency Finance Manuals within three days as and when required;
5. Tasks assigned by management in terms of corporate requirements is address effectively and within the agreed timeline.

PERSON SPECIFICATION

In addition to a Degree (or equivalent to at least 3 years of relevant experience in public sector accounting) Accounting/Finance/Commerce, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' experience in a similar role in the public or private sector;
2. Practical knowledge of policy formulation processes;
3. Understanding of legislation and how it is implemented in an organisation;
4. Knowledge of accounting system and supporting rules and regulations;
5. Knowledge of the Constitution and delegated powers of Ministers and Permanent Secretaries;
6. Sound knowledge of Microsoft applications.

Skills and Abilities

1. Analytical skills and ability to solve complex issues;
2. Communication skills (oral and written) and ability to write effective policies, Cabinet Papers, Ministerial advice, reports and produce quality policy advice;
3. Sound research skills;
4. Ability to work as a team;
5. Effective presentation skills;
6. Ability to be innovative and think outside of the box.

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