



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

## JOB DESCRIPTION: ASSISTANT ACCOUNTS OFFICER [Financial Reporting]

### CORPORATE INFORMATION

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|--------------------------------|--|
| 1. Position Level:             | Salary Band E  |
| 2. Salary Range:               | \$19,041.75 - \$24,412.50  |
| 3. Duty Station –              | Ro Lalabalavu House, Suva  |
| 4. Reporting Responsibilities: |  |
| a. <b>Reports To:</b>          | Manager Financial Reporting – via Senior Accounts Officer  |
| b. <b>Liases with:</b>         | Staff of the Ministry, Accounting Heads, staffs of Budget sector agencies, auditors, banks and other Stakeholders. |
| c. <b>Subordinates:</b>        | Treasury Assistant   |

### POSITION PURPOSE

The position is responsible for the provision of assistance to Accounts Officer for timely preparation of reconciliations in accordance with the International Standards for Public Sector Accounting Standards, relevant laws and regulations, policies and procedures.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure that respective account reconciliation are prepared with any remedial action and recommendations are implemented and reported on within the agreed timelines as per IPSAS, relevant laws and regulations, policies and procedures.
2. Assist in formulation of advisory services and support change management to enhance systems and processes related to reconciliations at Whole of Government level including that of any internal / external review of the position responsibilities in accordance with IPSAS and relevant legislation and regulations.
3. Liaise with relevant stakeholders and influence on matters related to general ledger reconciliations that promotes accountability and address any concerns and queries with agreed timelines as per the governing legislations, regulations, guidelines and procedures in place.
4. Actively contribute to the Ministry and corporate requirements, including planning, budgeting, auditing and the innovation in the work processes and systems where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All Department reconciliations are prepared and any remedial action and reported within the agreed timelines as per IPSAS and relevant legislation and regulations.
2. Assist in the preparation of WOG Financial Statements and Ministry of Finance Agency Financial Statements based on IPSAS cash based accounting together with all account reconciliations prepared within the agreed timeline and as per the governing financial reporting standards and other relevant policies and procedures in place.
3. Assist in providing quality and accurate responses to Office of Auditor General with regards to Whole of Government accounts.
4. All work to successfully contribute and represent the Ministry and its corporate requirements are conducted with the agreed timelines in accordance with the relevant legislations and regulations.

## **PERSON SPECIFICATION**

In addition to Bachelor's degree in Accounting/Commerce 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 2 years' experience in general accounting duties.
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 procedures.
4. Member of a recognized accountancy body, locally or internationally (Optional)

## **SKILLS & ABILITIES**

1. Demonstrate willingness and ability to understand and interpret guiding finance legislations, regulations and accounting policies.
2. Ability to work independently, problem solving skills, and prioritize tasks.
3. Detail oriented with sound analytical and writing skills.
4. Sound communication, interpersonal and representational skills.
5. Ability to work beyond normal working hours, meet strict timeline and a team player.
6. Capacity to utilize computer programs to support daily operations.

## **PERSONAL CHARACTER & 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