



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION

POSITION TITLE: TREASURY PROJECT COORDINATOR

CORPORATE INFORMATION

1. Position Level: Salary Band I
2. Salary Range: \$46,627.14 - \$59,394.10
3. Duty Station – Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
 - a. **Reports To:** Manager Financial Operations & Head of Treasury
 - b. **Liaises with:** Ministry staff, Government Ministries/Departments, Agencies, Auditors, Banks, Consultants and Development Partners.
 - c. **Subordinates:** Senior Accounts Officer [Projects]

POSITION PURPOSE

The position is responsible to lead project management (inclusive of all project phases) in Treasury Unit which includes changes to business processes and policies during project implementation. The position also provides advisory services at Whole of Government in relation to FMIS & Payroll software.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Monitor and coordinate Treasury Projects and ensure all projects are completed within the specified time as per Project Schedule phases and any anomalies or issues reported.
2. Draft and provide advisory services and support change management to enhance systems and processes related to project works.
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 the Ministry and corporate requirements, including planning, budgeting, auditing and the innovation in the work processes and systems where required.
 6. Any other tasks assigned by Manager Financial Operations or Head of Treasury.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely and accurate response and record of requests, suggestions and complaints to enable continuous improvement of services.
2. Ensure all Treasury projects are completed within the agreed timeline and as per the government acts & regulations and other relevant policies and procedures in place.
3. All Financial Operations and Treasury Project functions are conducted in compliance with the policy and procedures contracts and relevant legislation.

PERSON SPECIFICATION

In addition to Degree in Accounting/Commerce/Project Management/related field 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 and Experience

1. At least 6-7 years' experience working in government/accounting/project management sector.
2. Practical, working knowledge of accounting, financial reporting and financial management systems within the Fijian Government or that similar to in a large organisation;
3. Practical experience in the application of legislations, regulations, international accounting and auditing standards, policies and processes.

Skills and Abilities

1. Ability to analyze and identify problems (root cause of matters and issues) and provide sound practical recommendations to address matters.
2. 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.

3. Excellent communication, interpersonal, stakeholder management, and influencing skills.
 4. Fluent command of English in both spoken and written (communication skills).
 5. Demonstrated ability to lead projects, change management, organize activities and manage and motivate team and work with multi-functional team.
 6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation and work beyond normal working hours.
 7. Capacity to utilise computer programs to support daily operations
- Personal Character and Eligibility

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