



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

ROLE | JOB DESCRIPTION: TREASURY ASSISTANT [PAYROLL]

CORPORATE INFORMATION

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| 1. Position Level: | Salary Band C |
| 2. Salary Range : | \$14,006.72 - \$17,412.20 |
| 3. Duty Station: | Ro Lalabalavu House, Suva |
| 4. Reporting Responsibilities : | |
| a. Reports To : | Assistant Accounts Officer |
| b. Liaises with: | Ministry staff, Accounting Heads and staffs of Agencies and stakeholders |
| c. Subordinates: | nil |

POSITION PURPOSE

This position is responsible for payroll data entry and facilitation of payroll related payments in accordance with the governing regulations, legislations, guidelines and contracts.

KEY RESPONSIBILITIES

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

1. Assist in data entry of salary inputs into payroll system and subsequent recording, reconciling and reporting within the agreed timeline in accordance regulations, guidelines and procedures in place.
2. Assist in timely processing of payroll related payments within the agreed timeline, in accordance with the governing regulations, guidelines and procedures in place.
3. Co-ordinate and ensure timely submission of Employee Monthly Summary files in respect of Ministries and departments, as per the statutory requirements.
4. Ensure that all payroll queries in relation to inputs are actioned within the agreed timeframe in accordance with pay calendar and contracts.
5. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

1. All payroll payment are processed within the agreed timeline and as per the governing financial reporting standards and other relevant policies and procedures in place
2. All payroll activities are processed, recorded and filled within agreed timeframe, and compliance with financial management instruction, contracts, policy and procedures.
3. All inputs are facilitated effectively through the payroll system, within the agreed timeframe in accordance with pay calendar.
4. All payroll queries relation to data entry are facilitated with the agreed timeline as per pay calendar.

Person Specification

In addition, to a Diploma in Accounting (or equivalent), [or equivalent relevant experience] the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 1- 2 years' experience in payroll administration in a large organization and general Accounting duties.
2. Experience in dealing with the financial, payroll, accounting and financial operational matters in a medium-large organization.

Skills and Abilities

1. Ability to achieve results personally and through effective team leadership or support
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality
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.

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