



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

ROLE | JOB DESCRIPTION: Assistant Accounts Officer (Payroll)

CORPORATE INFORMATION

1. Position Level: Salary Band E
2. Salary: \$17,518.41 - \$24,412.50
3. Duty Station: Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
 - a. **Reports To:** Accounts Officer
 - b. **Liaises with:** Ministry staff, Accounting Heads and staff of the agencies and stakeholders
 - c. **Subordinates:** Payroll Assistants (2)

d. POSITION PURPOSE

The position is responsible for timely preparation and processing of salaries and wages of the Ministry and ensure proper maintenance of employee data transfer to/from payroll in accordance with relevant legislation and policies and procedures.

KEY RESPONSIBILITIES

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

1. Ensure timely processing of salaries and wages and other payroll related payment in close liaison with Payroll Assistant wages and salaries.
2. Timely certify payments for wages and salaries in accordance with General Order, Terms and Condition of Government Wage Earners and contracts.
3. Co-ordinate and ensure timely submission of Employee Monthly Summary files in respect of Ministries and departments, as per the statutory requirements.
4. Preparation of timely reconciliation of wages and salaries within the agreed timeline in accordance with Finance policies and procedures.
5. Work closely with key stakeholders on timely submission of payroll and payroll related documentations for the timely processing of payments.
6. Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

1. All payroll payments are processed within agreed timeframe, and compliance with the pay calendar, contracts, general orders and financial policies and procedures.
2. All agreed payroll activities are delivered within agreed timeframe, in accordance with financial policies and procedures.
3. All account reconciliations are prepared within the agreed timeline and as per the governing financial reporting standards and other relevant policies and procedures in place.
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 Specifications

In addition, to degree qualification in Accounting/Finance (or equivalent) from a recognized institution, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience:

1. At least 3 years' relevant work experience as payroll officer in a large organization.
2. Sound knowledge of the payroll process and its related payments and reconciliations.

Skills and Abilities:

1. Demonstrated willingness and ability to understand and interpret guiding financial regulations, legislations and accounting policies.
2. Demonstrated ability to respond to queries within short time.
3. Demonstrated ability to work as a team and follow instructions to meet tight schedules and deadlines.
4. Demonstrated good command of communication skills with service oriented approach.
5. Demonstrated ability to effectively work in a team and with clients and stakeholders.
6. Possess strong analytical, data interpretation and computer skills.
7. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.
8. Demonstrated ability to work under pressure and meet stringent timelines.
9. Demonstrated ability to review processes and systems with the intent to drive/adapt to changes for processes and systems improvements.

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