



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: ASSISTANT MANAGER (FINANCIAL OPERATIONS)

CORPORATE INFORMATION

1. Position Level: 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
 - b. **Liases with:** Ministry staff, Government Ministries/Departments/Agencies, Auditors, Banks, Consultants and Development Partners.
 - c. **Subordinates:** Senior Accountants, Accountants, Assistant Accountants and Financial Operations Assistants

POSITION PURPOSE

Oversee the payment of Ministry of Finance through Treasury Division, prudent management of daily transfers and ensure Financial Management Information system ('**FMIS**') is updated accurately.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Administer and control the vendor payments, Grants including Contractual payments through proper administration of Financial Management Information System.
2. Provide appropriate and timely advice to Management on payments, Financial Management Information system (FMIS) data/reports and formulating responses to Audit Queries.
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 all corporate requirements of the Ministry, including planning, budgeting and human resource activities 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. All payments are processed within agreed timeframe, and compliance with financial management instruction, contracts, policy and procedures.
2. Timely and accurate response and record of requests, suggestions and complaints to enable continuous improvement of services.
3. Ensure all Treasury processes are completed within the agreed timeline and as per the government acts & regulations and other relevant policies and procedures in place.
4. All Financial Operations and FMIS functions are conducted in compliance with the policy and procedures contracts and relevant legislation.

PERSON SPECIFICATION

In addition to Postgraduate Certificate in Accounting/Commerce or similar from a recognised 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 7 years' experience working in government or in a medium to large accounting 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.
4. Member of a recognized accountancy body, locally or internationally is desirable.

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 Treasury 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.

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