



# MINISTRY OF FINANCE

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## JOB DESCRIPTION: Senior Accounts Officer [FMIS]

### CORPORATE INFORMATION

1. Position Level: Salary Band H
2. Salary Range: \$38,557.21 - \$49,114.54
3. Duty Station: Suva, limited travel to divisions and districts required.
4. Reporting Responsibilities:
  - a) **Reports To: Manager FMIS via the Principal Accounts Officer – FMIS**
  - b) **Liaises with:** Ministry staff, Auditors, Consultants and Development Partners on Government Accounts & Finances.
  - c) **Subordinates:** 10 staff in the level of Accounts Officers, Assistant Accounts Officers and FMIS Assistants

### POSITION PURPOSE

The position is responsible for the timely review and instigation of remedial action on the accounts and finances of Whole of Government in accordance with the International Standards for Public Sector Accounting Standards and the relevant laws and regulations. The position also undertakes training of the Government Accountants, assists in the advisory services on matters to the Accounts and Finances and manages people and stakeholders to achieve the purpose of the position.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure that respective Ministry / department account reconciliations are reviewed with any remedial action, recommendations are implemented and reported on within the agreed timelines as per the IPSAS, general ledger and relevant legislation and regulations.
2. Conduct trainings and represent the Ministry at Whole of Government level including the Public Accounts Committee on the accounts and finances of Government and on any significant accounting and auditing matters.
3. Lead the formulation of advisory or comments on matters related to the accounting system and the Accounts and Finances at Whole of Government level including that of any internal / external review of the position responsibilities in accordance with the IPSAS and the relevant legislation and regulations.
4. Ensure that the results of the work unit, Individual work plans are in place for subordinates and the unit complies with the human resources policies and procedures of the organization.

5. Actively contribute to the Ministry and corporate requirements, including planning, budgeting, auditing, innovation in the work processes and systems and the management of human resource activities where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Monthly reports on the status of reconciliations, implementation of recommendations are prepared and all internal / external review responses and advisory services on the matters related to the Accounts and Finances are provided within the agreed timelines and in accordance with the IPSAS and the relevant legislations and regulations.
2. All identified and scheduled trainings are conducted within the agreed timelines or as and when required.
3. All subordinates have an approved Individual Work Plan, the unit has an approved work unit plan and assessments have been carried out as due and comply with the orders of the General Orders and human resources direction of the Ministry.
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 Degree in Accounting or Information System (or equivalent) [or equivalent relevant experience], the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 5 years' experience working on a broad range of accounting and financial reporting function of which, at least 2 to 3 years have been spent in a supervisory role;
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. Experience in dealing with the financial accounting and operational matters in a medium-large organization.

### **Skills and Abilities**

1. Demonstrated knowledge and understanding of financial management information systems, International Accounting standards and the code of conduct;

2. Ability to analyze and identify problems (root cause of matters and issues) and provide sound practical recommendations to address matters.
3. Ability to achieve results as an individual and through effective team leadership;
4. Excellent communication, interpersonal, representational and stakeholder management and influencing skills.
5. Demonstrated ability to lead projects, change management, organize activities and manage and motivate team and work with multi-functional team.
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 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