



# MINISTRY OF FINANCE

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## JOB DESCRIPTION: Treasury Assistant (FMIS)

### CORPORATE INFORMATION

1. Position Level: Salary Band C
2. Salary Range: \$14,426.92 - \$17,934.57
3. Duty Station: Suva, limited travel to divisions and districts required.
4. Reporting Responsibilities:
  - a. **Reports To:** Manager FMIS via Accounts Officer – FMIS
  - b. **Liases with:** Ministry staff, Government Ministries/Departments, Agencies, Auditors, Banks, Consultants and Development Partners.
  - c. **Subordinates:** N/A

### POSITION PURPOSE

The position is responsible for providing FMIS module support to module leads, specifically maintaining registers and admin tasks for FMIS team.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure that timely support is provided to module lead while providing assistance to MDAs.
2. Arrange logistics for meetings, trainings both in-house and external on a timely basis.
3. Provide functional and advisory support services for FMIS end-users, during year-end process.
4. Actively contribute to the Ministry and corporate requirements, including planning, budgeting, auditing and the innovation in the work processes and systems where required.
5. Any other task assigned by the Supervisor

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Quality advice are delivered to Ministries and Departments. Quality and timely reports submitted to stakeholders as and when required.
2. Timely posting of Journals and extraction of reports as per stakeholders need.
3. The registers are maintained within the agreed standard format and is up-to-date.
4. All matters assigned on an ad hoc basis is undertaken within agreed timeline.

## **PERSON SPECIFICATION**

In addition to a pass in year 12 exams or year 13 examination [or equivalent relevant experience], the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Practical working knowledge of accounting, financial reporting and financial management system;
2. Computer literate and good knowledge of MS Applications especially Word and Excel,

### **Skills and Abilities**

1. Demonstrated ability to maintain confidentiality of information.
2. Ability to work with minimal supervision and have a positive attitude.
3. Demonstrated ability to multitask and is a fast learner.
4. Have good communication skills with a service oriented approach.
5. Demonstrated ability to be a team player and ability to work under pressure.
6. Able to meet strict timelines.

### **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