



MINISTRY OF FINANCE

JOB DESCRIPTION: ASSISTANT ACCOUNTS OFFICER [FPAU]

CORPORATE INFORMATION

1. Position Level: Salary Band E
2. Salary Range: \$21,121.70 – \$26,653.57
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Senior Accounts Officer (Financial Policy Assurance Unit)
 - b) **Liases with:** Staff within the Ministry, External Government Agencies, Public
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position supports the formulation of financial policies across all Government Ministries and Departments in line with the Financial Management Act, Finance Instructions 2010, Procurement Regulations 2010 that fosters good governance and best practices in Public Financial Management.

KEY RESPONSIBILITIES

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

1. Provide timely policy formulation support and assistance to all senior officers in the Section;
2. Gather and collect data relevant to the formulation of financial policy;
3. Undertake the assessment of Whole of Government Agency Finance Manuals;
4. File all internal and external advice correspondences;
5. Provide logistical support to the Section for any training or meeting initiatives; and
6. Identify and coordinate all administrative needs of the Section.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective and timely provision of all policy formulation support required;
2. Complete analysis of all Agency Finance Manuals within three days as and when required;
3. All internal and external correspondences are correctly filed;
4. All administrative needs are effectively communicated to the relevant section for purchasing.

PERSON SPECIFICATION

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

Knowledge and Experience

1. At least 1-2 years' experience in a similar role in the public or private sector;
2. Practical knowledge of policy formulation processes;
3. Understanding of legislation and how it is implemented in an organisation;
4. Knowledge of the Constitution and delegated powers of Ministers and Permanent Secretaries;
5. Sound knowledge of Microsoft applications.

Skills and Abilities

1. Analytical skills and ability to solve complex issues;
2. Communication skills (oral and written) and ability to write effective policies, Cabinet Papers, Ministerial advice, reports and produce quality policy advice;
3. Research skills and ability to know about government financial processes and government machinery;
4. Ability to work as a team; and
5. Ability to be innovative and think outside of the box.

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