



MINISTRY OF FINANCE

JOB DESCRIPTION: Accounts Officer - Reconciliation

CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: \$24,989.57 - \$31,534.46
3. Duty Station: Suva, limited travel to divisions and districts required.
4. Reporting Responsibilities:
 - a) **Reports To:** Manager Financial Reporting, Monitoring & Evaluation
 - b) **Liases with:** Ministry staff, Auditors, Consultants and Development Partners on Government Accounts & Finances.
 - c) **Subordinates:** 5 staff in the level of Treasury Assistants

POSITION PURPOSE

The position performs timely review and instigates remedial action on the accounts and finances of Whole of Government in accordance with the International Standards for Public Sector Accounting Standards, relevant laws and regulations, policies and procedures. The position also assists in training of the Government Accountants and the advisory services on matters to the Accounts and Finances.

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. Assist in the preparation of the training plan and conduct of trainings at Whole of Government level on the accounts and finances of Government and on any significant accounting and auditing matters.
3. Facilitate 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. 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. All Ministry / department reconciliations have been reviewed for any remedial action and reported on within the agreed timelines as per the IPSAS, general ledger and relevant legislation and regulations.
2. All identified and scheduled trainings are conducted within the agreed timelines or as and when required.
3. 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.
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 qualification 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 2 years' experience working on accounting and financial reporting function in a medium to large organization;
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. Ability to achieve results personally and through effective team leadership or support
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality
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.

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