



# MINISTRY OF ECONOMY

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## JOB DESCRIPTION: ASSISTANT ACCOUNTS OFFICER [FINANCIAL OPERATIONS]

### CORPORATE INFORMATION

1. Position Level: Salary Band E
2. Salary Range: [\$19,041.75 to \$24,412.50]
3. Duty Station: Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
  - a. **Reports To:** Accounts Officer
  - b. **Liases with:** Ministry staff, Government Agencies, Auditors, Banks, Consultants and Development Partners.
  - c. **Subordinates:** Treasury Assistant

### POSITION PURPOSE

The position is responsible to assist and supervise in daily operations of Team Financial Operations and any other task delegated by the supervisor.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Assessing & processing payments in accordance with the financial regulations, contracts, policies & procedures.
2. Liaise & revert to ministries/departments on the payments assessed and reconciliations.
3. Assist in preparation & verification of excess approvals
4. Advising ministries/departments on issues related to Excess Approvals
5. Maintain ledger and payments as required & formulate standard monthly payments report.
6. Assist in the formulation of audit responses, internal or external audit.
7. Facilitating change of cheque signatory request
8. Assist in daily revenue collection and banking

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All payments are facilitated and recorded within the agreed timeline and in accordance with financial regulations, policies and International Accounting & Auditing Standards.
2. All queries by vendors/departments are attended urgently and rectified/reported to supervisors within 3 - 5 working days to ensure efficient and effective customer service.
3. Tasks delegated by supervisors to be completed within given deadline with accurate and efficient reporting.
4. Provide timely and accurate advice to the supervisor as and when required.

### PERSON SPECIFICATION

In addition, to a Diploma in Accounting or relevant field from a recognized institution (or equivalent work experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

## **KNOWLEDGE AND EXPERIENCE**

1. At least 2 years' experience in general accounting duties and is well adverse with tax regulations.

## **SKILLS AND ABILITIES**

- Demonstrate willingness and ability to understand and interpret guiding finance legislation, regulation and accounting policies.
- Ability to work independently, problem –solving, and prioritize tasks.
- Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
- Sound communication, interpersonal and representational skills
- Ability to meet strict deadlines.
- Capacity to utilise computer programs to support daily operations
- Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

## **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.