

MINISTRY OF ECONOMY

JOB DESCRIPTION: SENIOR ACCOUNTS OFFICER

CORPORATE INFORMATION

1. Position Level: Salary Band (H)
2. Salary Range: \$34,760.31 – \$44,564.50
3. Duty Station: Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Principal Accounts Officer (Financial Policy Assurance Unit)
 - b) **Liases with:** Staff within the Ministry, External Government Agencies, Public
 - c) **Subordinates:** AO

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. Conduct research on pertinent issues that supports effective financial processes and procedures;
2. Collaborate with internal and external stakeholders in the review of financial policies, regulations and procedures;
3. Provide timely financial policy advice and ensure compliance with existing laws whether written or oral to all stakeholders;
4. Facilitate presentations and information sessions on legislative framework and policies; and
5. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and administrative activities or tasks assigned by management as and when required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective and timely development of research reports on pertinent financial policy issues;
2. Timely provision of financial policy advice within the agreed timelines;
3. Timely assessment and provision of advice to management prior to providing advice to stakeholders requesting for financial advice within the agreed timelines;

4. Complete analysis of all agency finance manuals within the agreed timelines;
5. Address tasks assigned by management, including corporate requirements of the Ministry effectively and within the agreed timeline.

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 3 years of experience in a similar role in the public or private sector;
2. Practical knowledge of financial policy formulation and its implementation;
3. Understanding of international accounting standards, finance policies and regulations and its application;
4. Knowledge of accounting system, rules and regulations;
5. Sound knowledge of Microsoft office applications.

Skills and Abilities

1. Analytical skills and ability to solve complex issues;
2. Excellent communication skills (oral and written) and ability to write effective policies, Cabinet Papers, Ministerial advice, reports and produce quality policy advice;
3. Sound research skills;
4. Ability to work as a team and be innovative; and
5. Effective presentation skills.

Personal Character and Eligibility

All applicants for employment in the Ministries must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age 55 years, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate, COVID-19 vaccination/exemption evidence and police clearance prior to taking up duty.

Advisory on Covid-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from Covid-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.