



MINISTRY OF ECONOMY

JOB DESCRIPTION: Senior Accounts Officer

CORPORATE INFORMATION

1. Position Level: Salary Band: **H**
2. Salary Range: **\$34,760.31 to \$44,564.50**
3. Duty Station: Suva, limited travel to divisions and districts required.
4. Reporting Responsibilities:
 - a) **Reports To: Manager Financial Reporting, Monitoring & Evaluation**
 - b) **Liaises with:** Ministry staff, Government Agencies, Auditors, Banks, Consultants and Development Partners.
 - c) **Subordinates:** Accounts Officers and Assistant Accounts Officers.

POSITION PURPOSE

The position is responsible for recording and reporting of revenue in accordance with the governing regulations, legislations, guidelines and orders. The position also assists in the financial reporting function at Whole of Government level and the annual preparation and audit of the accounts at the Whole of Government.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure that the collection of revenues are recorded, reconciled and reported within the agreed timelines adhering to the governing legislations, regulations, guidelines and procedures in place.
2. Formulate advisory services and support change management to enhance systems and processes related to collection of revenues within agreed timelines and in accordance with the International standards and relevant legislations, policies and procedures.

3. Preparation of Whole of Government financial statements in accordance with the financial reporting standards in place.
4. Actively contribute to the Ministry and corporate requirements, including planning, budgeting, auditing and the innovation in the work processes and systems where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All account reconciliations are prepared within the agreed timeline and as per the governing financial reporting standards and other relevant policies and procedures in place.
2. The formulation of advisory services on revenue systems and its processes are accurate and in accordance with the governing legislations, regulations, guidelines and procedures in place.
3. Assist with the preparation of monthly financial reports, the annual financial reports of the Ministry and that for the Whole of Government financial statements are reconciled, reported and audited in accordance with the financial reporting guidelines, policies and procedures in place.
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 Postgraduate Certificate in Accounting/Commerce or similar from a recognized institution (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' experience working in a medium to large accounting unit;
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. Practical experience in the application of legislations, regulations, international accounting and auditing standards, policies and processes.
4. Member of a recognized accountancy body, locally or internationally is added advantage.

Skills and Abilities

1. Demonstrated knowledge and understanding of financial management systems, and International Accounting/auditing standards,
2. Ability to analyze and identify problems (root cause of matters and issues) and provide sound practical recommendations to address matters.
3. Ability to achieve results as an individual and through effective team leadership, high regard to the code of conduct, ethics, accountability and governance of an organization.
4. Excellent communication, interpersonal, stakeholder management, and influencing skills.
5. Demonstrated ability to lead projects, change management, organize activities and manage and motivate team and work with multi-functional team.
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 and work beyond normal working hours.

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.

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.