



## MINISTRY OF ECONOMY

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### JOB DESCRIPTION

#### POSITION TITLE: SENIOR ACCOUNTS OFFICER [SURCHARGE]

#### CORPORATE INFORMATION

1. Position Level: Band H
2. Salary: \$34,760.31 - \$44,564.50
3. Duty Station – *Suva*
4. Reporting Responsibilities:
  - a. **Reports To:** Principal Internal Auditor Surcharge
  - b. **Liases with:** Surcharge Clients
  - c. **Subordinates:** Accounts Officer, Assistance Accounts Officer

#### POSITION PURPOSE

The position is responsible for leading the facilitation and execution of the whole of government surcharge process to be in accordance with the Financial Management Act and Financial Instructions. Also, contribute to the guidance of subordinate staff in carrying out their daily surcharge activities.

Represent the Ministry of Economy for meetings with relevant authorities on surcharge related matters.

#### KEY RESPONSIBILIITY AREAS

The position will achieve its purpose through the following:

1. Assist management in the compilation of the Surcharge Annual Plan.
2. Lead the execution of the surcharge cases in accordance with the Financial Regulation, Surcharge Irrecoverable Policy and process cases in accordance with the Surcharge Manual.
3. Contribute to the surcharge unit operation, meeting with clients, awareness and consultation to ensure the reduction of surcharge irrecoverable/arrears across whole of government.
4. Review the compilation of the Surcharge Monthly Report, Surcharge Quarterly Irrecoverable/Arrears Report and end of the year Surcharge Report.
5. Actively contribute to the Ministry's corporate requirements, monitor and assess staff performance to ensure the delivery of outputs and contribute to human resource activities where required.

#### KEY PERFORMANCE INDICATORS

1. Annual Surcharge Plan (ASP), Surcharge Monthly Report, Surcharge Quarterly Irrecoverable/Arrears Report and end of the year Surcharge Report prepared within the agreed timeline
2. All surcharge write up, letters, appeals submission are reviewed and prepared on a timely manner in accordance with the Financial Regulations, Surcharge Irrecoverable Policy and in compliance with the Surcharge Manual.
3. All surcharge awareness, meetings with surcharge clients, Solicitor General's Office, Enforcement Agencies are carried out in compliance with Surcharge Manual to ensure surcharge matters and strategies reduce surcharge irrecoverable/arrears.
4. Efficient and effective management staff performance, attendance and delivery of outputs/KPIs against individual and ASP.

### **Person Specifications**

In addition to holding a degree in Accounting or Business Studies or equivalent academic qualification or equivalent experience with the following knowledge, relevant experience, skills and abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least 3 years' experience as Accountant or Assistant Accounts Officer working on a broad range of accounting duties in a large organization..
2. Practical experience in dealing with legal, policy related and knowledge of surcharge or debt recover process.
3. Understanding of the applicable business legislation or policies/procedures (or experience which demonstrates the ability to rapidly acquire).

### **Skills and Abilities:**

1. Ability to achieve results through effective teamwork.
2. Sound communication, interpersonal and representational skills.
3. Ability to use computer programs and renowned audit software to support daily operations.
4. Demonstrate the commitment to support the operational and corporate environment of an organization.

### **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.