



MINISTRY OF ECONOMY

JOB DESCRIPTION

POSITION TITLE: ACCOUNTS OFFICER [Financial Operations]

CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: \$22,528.74 to \$28,883.00
3. Duty Station – Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
 - a. **Reports To:** Assistant Manager (Financial Operations) Via Senior Accounts Officer (Financial Operations)
 - b. **Liases with:** Ministry Staff, Government Agencies, Banks, Auditors and other stakeholders.
 - c. **Subordinates:** Assistant Accountants Officers and Treasury Assistant

POSITION PURPOSE

The position is responsible to oversee the collection of revenue, vetting of cashflow and facilitation of payments and its subsequent recording and reporting in accordance with the governing regulations, legislations, guidelines and orders.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure that all payments including international payments and the collection of revenues are assessed, processed and paid/receipted, 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 payments and collection of revenues within agreed timelines and in accordance with the International standards and relevant legislations, policies and procedures.

3. Liaise with relevant stakeholders and influence on matters related to payments and revenue collections that promotes accountability and address any concerns and queries with agreed timelines as per the governing legislations, regulations, guidelines and procedures 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 collection of revenues and payments are reviewed and receipted/paid and recorded, reconciled and reported within the agreed timelines in accordance with the governing legislations, regulations, guidelines, and procedures in place.
2. 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.
3. The formulation of advisory services on payments and revenue systems and its processes are accurate and in accordance with the governing legislations, regulations, guidelines 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 Bachelor's degree in Accounting/Commerce from a recognized institution (or equivalent relevant experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

KNOWLEDGE & EXPERIENCE

1. At least 3 years' experience in general accounting duties or in a similar role.
2. Practical, working knowledge of accounting, taxation law, 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 (Optional).

SKILLS & ABILITIES

1. Demonstrate willingness and ability to understand and interpret guiding finance legislation, regulation and accounting policies of the Government.
2. Ability to work independently, problem –solve, and prioritize tasks.
3. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
4. Sound communication, interpersonal and representational skills.

5. Ability to work under pressure and meet timeline.
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 organization and work beyond normal working hours.

PERSONAL CHARACTER & 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.