



MINISTRY OF ECONOMY

JOB DESCRIPTION: ACCOUNTS OFFICER [NATIONAL FIXED ASSET REGISTER]

CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: [\$22,528.74 - \$28,883.00]
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a. **Reports To:** Senior Accounts Officer
 - b. **Liases with:** Ministry Staff, Public Service NFAR Officers
 - c. **Subordinates:** 2

POSITION PURPOSE

The position assists in the implementation of the National Asset Management Framework ('NAMF') at Whole of Government level in ensuring that Governmental commitment to record, account and better plan on its major assets including infrastructural assets. This NAMF will further support Government financial reporting in accordance with the International Public Sector Accounting Standards ('IPSAS') that requires asset valuations on regular basis.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities.

1. Assist in to ensure that asset management policies developed are current and up-to-date for effective asset management and planning at Whole of Government level and to facilitate financial reporting as per the International Public Sector Accounting Standards and the relevant legislations, regulations.
2. Prepare standard quarterly report on compliance at Whole of Government level with regulations, policies and standards governing asset management (planning, recording and valuations) at Whole of Government level and recommendations per see.
3. Conduct analysis of financial and non-financial reporting of Government entities for informed decision making and effective asset management;
4. Facilitate awareness, training, advisory and regular update via research for the effective implementation of NAMF across Central Government and with other Agencies with the agreed timelines.
5. Provide administrative assistance in the implementation of the National Asset Management Framework.
6. Attend to issues related to Government investment and grant and carry out the necessary analysis and monitoring.
7. Attend to administrative activities or any other task assigned by management where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All issues related to Government investment or grants are attended and the relevant database is updated or the payment facilitated within the agreed timeframe.
2. All planned training, regular update via awareness and advisory related to the implementation of the NAMF and the management of the assets are carried out within agreed timeline and in accordance with the NAMF framework and international standards.

3. All quarterly reports on the management of the assets via monitoring at Whole of Government level is prepared (planning, recording and valuations) identifying improvements with the NAMF framework and the legislations, regulations and international standard within the agreed timeframe.
4. All work assigned on ad doc basis for the Ministry corporate responsibility is carried out within agreed timeframe and in accordance with the relevant regulations, legislations and standards.

PERSON SPECIFICATION

In addition to Degree (or equivalent) in Accounting/Commerce, (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 working in similar role in the public and private sector;
2. Practical working knowledge on the management of fixed asset that includes planning, recording and valuation of these assets;
3. Understanding of the financial and procurement regulations, legislations and standards;
4. Working knowledge in development of policies, processes and procedures.

SKILLS AND ABILITIES

1. Ability to interpret and understand guiding finance legislations, regulations and accounting policies of Fijian Government;
2. Demonstrated ability to effectively work in a team, with clients and stakeholders;
3. Demonstrated ability to work beyond normal hours and strict deadlines including timely responses to queries;
4. Excellent communication, interpersonal and representational skills;
5. Must be computer literate (MS-Office Applications)

PERSONAL CHARACTER

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 have received at least the first vaccination against COVID-19 and will be required to receive the second vaccination on or before the 1st of November 2021 unless exempted.