



# Ministry of Economy

---

## **ROLE | JOB DESCRIPTION: Assistant Manager – Debt**

### **CORPORATE INFORMATION**

1. Position Level: Salary Band I
2. Salary Range: \$43,296.63 - \$55,508.50
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) **Reports To:** Manager Debt
  - b) **Liaises with:** OAG, Reserve Bank of Fiji, Related Government Ministries, Statutory Sectors and Relevant stakeholders
  - c) **Subordinates:** 1 X Senior Accounts Officer and 1 X Accounts Officer.

### **POSITION PURPOSE**

This position reports to the Director Debt and is responsible for the preparation of Financial Reports on Government Liabilities based on International Public Sector Accounting Standards (IPSAS), facilitate audit of the borrowing accounts, ensure accuracy in recording of government debts, its timely settlements and reviews policies and procedures.

### **KEY RESPONSIBILITIES**

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

1. Ensure compliance with the Financial Management Act for all debt related activities.
2. Facilitate the audit of the Borrowing Fund Account of Government.
3. Undertake diagnostic reviews of policies and procedures and identify areas where improvement is needed for accounting of Government debt.
4. Timely analysis and advice to management on availability of budget/savings and public expenditure trend for a fiscal year.
5. Facilitate the external and internal review and audit of Government liabilities
6. Ensure accuracy in recording of government debts and its timely settlements.
7. Timely review of Head 52 Budget for a fiscal year.
8. Assist with Review and analysis of the Medium Term Debt Management Strategy.
9. Work closely with Assistant Managers on issues relating to domestic and external loan portfolios and ensure timely advice on National Debt.
10. Actively contribute to the Ministry and corporate requirements, including planning, budgeting, auditing, innovation in the work processes and systems where required

### **KEY PERFORMANCE INDICATORS**

1. Timely provision of debt report and in disseminating debt information.
2. Timely settlement of domestic and external debts.

3. Accuracy in the accounting of Government debts.
4. Timely analysis and provision of the medium term debt management strategy.
5. Compliance of FMA, IPSAS and related accounting standards.

## **PERSON SPECIFICATION**

In addition to a relevant Postgraduate Degree or Post Graduate Certificate in Accounting, Finance, Commerce (or equivalent) from a recognised institution [or equivalent relevant experience], with the following are Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 3 years relevant experience at a senior level in a large organisation
2. Relevant experience in debt management, managing budgets and financial reporting
3. Provide sound policy advice on financial matters relating to debt.
4. FIA membership would be an advantage

### **Skills and Abilities**

1. Ability to analyse, think objectively and solve problem with practical solutions;
2. Demonstrated ability to lead, a team player and ability to work under pressure with stringent timelines
3. Demonstrate good rapport and interaction with stakeholders at all levels;
4. Demonstrate ability to think objectively and 'think outside the box' when analysing issues and recommending / developing solutions
5. Demonstrated ability to multi task without loss of quality in output delivery
6. Demonstrate ability to manage and mentor staff
7. Effective oral and written communication skills.

### **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 be fully vaccinated against COVID-19 unless exempted.