



## MINISTRY OF LOCAL GOVERNMENT

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### ROLE | JOB DESCRIPTION: ASSISTANT ACCOUNTS OFFICER – LEDGER AND RECONCILIATION

#### CORPORATE INFORMATION

1. Position Level: Salary Band E
2. Salary Range: \$19,041.75 to \$24,412.50

*\*Additional performance payments may be available for our highest performers, in accordance with the Public Service Commission guidelines.*

3. Duty Station: Corporate Services Division [HQ] - with limited travel

4. Reporting Responsibilities;

- a) Reports To: Senior Accounts Officer

- a) Liaises with: Internal -

- Manager Finance
- Staffs of Corporate Service Unit
- All Sections of the Ministry

External –

- Line Ministries & Department, Tertiary Institutions – USP & FNU & other Training providers, Statutory Bodies, suppliers and donor agencies and International Organizations.

- b) Subordinates: Nil

#### POSITION PURPOSE

The position ensures that proper update of ledgers and timely reconciliations are effectively and efficiently carried out in accordance with government acts and regulations.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Prepare and monitor commitment & expenditure ledger for the Ministry.
2. Verify the payment vouchers before sending the Electronic Fund Transfer (EFT) file to the respective banks for payments.
3. Prepare monthly underline reconciliation reports for Drawings Account, Revolving Fund Account, Operating Trust Account, Bank Lodgement Clearance Account, Standard Liability Group Account, Inter-Departmental Clearance Account, Vatable Revenue Accounts and Wages & Salaries.
4. Prepare journals for general ledger adjustments and revenues collected for Operating Fund Account.
5. Prepare and maintain the registers for Virements, Requisitions to Incur Expenditure and Advances for both Overseas and Local trips and Contractual payments.
6. Actively contribute to all financial requirements of the Ministry, including planning, budgeting and financial activities where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

- All activities within the operational plans needs to be completed and delivered as planned;
- Timely provision of reports to Supervisor for reporting purposes to management as per the agreed timeframe;
- Communication is maintained with all staff to ensure a coordinated approach to the Ministry operations as per the agreed requirement.

## **PERSON SPECIFICATION**

In addition to a Degree in Commerce/Accounting/Finance with relevant work experience in a financial environment, or similar the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 3 years' experience working on a broad range of financial functions
2. Practical, working knowledge of financial management and functions.

### **Skills and Abilities**

1. Ability to achieve results personally and through effective team leadership
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal, analytical and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Capacity to utilise computer programs to support daily operations
6. Service oriented approach, with a commitment to supporting the operational and financial aspect of the organisation.

### **Personal Character and Eligibility**

Applicants for employment 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 Fijian Citizens, under age 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.