



MINISTRY OF LOCAL GOVERNMENT

ROLE | JOB DESCRIPTION: SENIOR ACCOUNTS OFFICER – CORPORATE SERVICE DEPARTMENT

CORPORATE INFORMATION

1. **Position Level:** Salary Band H
2. **Salary Range:** \$34,760.31 to \$44,564.50

**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:** Manager Finance

- 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:** Accounts Officer, Assistant Accounts Officer, Clerical Officer

POSITION PURPOSE

The position supports of all financial activities to produce a cost effective public service and adherence to the principles of good governance, public accountability and transparency.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Prepare cash flow forecasts for both Operating and Capital Budgets
2. Prepare the Requisition to Incur Expenditure submissions for both Operating and Capital Budgets, Virements and cash flow adjustments for the Ministry
3. Prepare Annual Procurement Plan, Quarterly Project Performance Report and Annual Work programme for the Ministry
4. Prepare revenue return for both Operating Fund Revenue and Trust Fund Revenue
5. Certify all payments vouchers for procurement of goods, services and works
6. Maintain Contractual files for each projects with project updates on financial and non-financial information

7. 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:

1. All agreed activities within the Business Unit are achieved to determine whether outcomes are consistent with the Divisions corporate goals as set out in the Corporate Business Plan.
2. All output and outcomes of the Business Unit are met within the timelines and that is aligned to the set performance indicators of the Ministry.
3. All the monitoring and evaluation of the operating and capital expenditure of the Ministry for every quarter is within the allocation according to needs, maximum benefits and expenditure within budget.

PERSON SPECIFICATION

In addition to a Degree in Accounting and Economics (or equivalent 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 5 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.