



MINISTRY OF LOCAL GOVERNMENT

ROLE | JOB DESCRIPTION: SENIOR ACCOUNTS OFFICER

CORPORATE INFORMATION

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

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

3. Duty Station: Level 3 FFA House 4 Gladstone Road Suva. Travel to Municipal Councils and provinces as required
4. Reporting Responsibilities:
 - a) **Reports To:** Principal Audit & Compliance Officer
 - a) **Liaises with:** *Internal Clientele:* Director Local Government, staffs of the Department of Local Government, all Sections of the Ministry i.e. Department of Town & Country Planning, Corporate Service Unit,

External Clientele: Municipal Councils, National Fire Authority, Line ministries & department, ratepayers, suppliers and donor agencies (JICA, UN Women, CLGF) and International Organizations.
 - b) **Subordinates:** Internal Audit Officer

POSITION PURPOSE

The position will be responsible for financial monitoring and compliance with the requirements of the Local Government Act Cap 125, supervising development of economic plans for various municipal Councils, preparing collective Municipal Grant papers for donor agencies consideration, research on alternative funding schemes for Municipal Councils and presenting to Local Government Committee, implementing joint procurement of goods and services, supervising the preparation and timely audit of Municipal Councils and National Fire Authority Accounts and monitor Municipal Councils and National Fire Authority budget preparation and implementation.

In addition, and ensure the effectiveness and integrity of internal controls, risk management, and compliance processes within the organization and Municipal Councils and National Fire Authority

KEY RESPONSIBILITIES

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

1. Provide financial and management advise in the monitoring of local government authorities in accordance of the Local Government Act Cap 125 and National Fire Authority financial performance in accordance to the National Fire Service Act 1995.
2. Provide governance support committee administration accounting and management support and liaison to the Local Government Committee in the implementation of the recommendation of the Local Government Review Reform Report.
3. Monitor and evaluation of Municipal Councils and the National Fire Authority financial performance and budget estimates for local municipal councils and National Fire Authority through analyzing and interpreting monthly and yearly financial reports and monitoring capital purchases
4. Scrutinize municipal council's financial reporting against key financial and performance goals to ensure appropriate linkages are made to the Annual Plans, Treasury Policy and Strategic Plan and to ensure in adherence to current accounting and financial legislations.
5. Supervise preparation of annual Municipal accounts preparing and National Fire Authority Accounts and assist Municipal Councils in strengthening Financial Management.
6. Conduct research and provide strategic direction and forward planning in specialist financial and administrative expertise for the council's strategic directions and Identify suitable training needs on financial aspects to efficiently managing financial performance of municipal councils and to minimize risks.
7. Ensure financial queries are attended to on a timely and effective manner and attend to miscellaneous duties as may be assigned from time to time.
8. Assist in development and execute comprehensive internal audit plans to assess the effectiveness of internal controls and financial processes at the Ministry of Local Government, Municipal Council and National Fire Authority.
9. Conduct risk assessments and identify areas for improvement in internal control structures.
10. Monitor and ensure compliance with relevant laws, regulations, and policies.
11. 4. Establish compliance frameworks and procedures to mitigate potential risks
12. Track project performance, specifically to analyze the successful completion of short and long-term goals of Municipal Councils Capital Projects
13. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed Finance support services, functions in the Department Work Unit are delivered within agreed time frames, and meet specific requirements.
2. Effective and timely management, and regular monitoring of the performance in the monitoring of municipalities and National Fire Authority on a monthly basis

3. Effective and timely audited of accounts for the municipal councils and National Fire Authority and Risk assessments of projects in a timely manner.
management, of maintenance, stores and logistic requests and requirements.
4. Quality reports and secretariat services are provided, and outcomes are actioned in a timely and effective manner.

PERSON SPECIFICATION

A relevant Post Graduate Certificate or an undergraduate Degree in Accounting/Finance/Commerce from an accredited University and a Provisional Member of the Fiji Institute of Accountants or an equivalent professional body. The Appointee should have a sound knowledge of accounting theory and application, , have relevant work experience and should be highly analytical, have strong communication and written skills, a team player and able to meet strict deadlines. Must have experience in project management and the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least four (4) years' experience of public financial management requirements, including the processing of expenditure within public sector legislation and policy.
2. An adequate knowledge of the machinery of government with the Ministry systems and procedures;
3. An understanding of the Local Government Act, Municipal Finance Management, the Public Service Act and Regulations and other relevant legislations and Decrees.

Skills and Abilities

1. Demonstrated ability to supervise the Local Government functions of an organization;
2. Excellent communication skills, both oral and written communication, and the ability to tactfully deal with employees within the required legislative and policy framework;
3. Ability to follow instructions and meet set deadlines, in particular with regard to Local Government Committee activities;
4. Demonstrated ability to work cooperatively within a team environment;
5. Demonstrated ability to maintain confidentiality, in a public sector environment;
6. Capacity to utilize computer programs;
7. Service oriented approach, with a commitment to supporting the operational environment of the organization;

Personal Character

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.