



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

JOB DESCRIPTION: Accounts Officer

CORPORATE INFORMATION

1. Position Level - Salary Band F
2. Salary Range - \$24,261.72 - \$30,615.98
3. Duty Station - HQ, Suva
4. Reporting Responsibilities
 - a) **Reports to** : Manager Finance through Senior Accounts Officer
 - b) **Liases with:** **Internal:** Ministry Staff
External: Government agencies, commercial companies.
 - c) **Subordinates:** Assistant Accounts Officer, Clerical Officer – Accounts

POSITION PURPOSE

The position will assist Manager Finance to ensure that all financial activities, budget, expenditures are managed in accordance with prescribed legislative requirement, and compliance with the relevant Finance Act and procedures.

KEY RESPONSIBILITIES

The position will achieve its purpose through the followings:

1. Verify the reconciliation for underline accounts under Operating Fund Account.
2. Prepare acquittals for all projects with updates for physical and financial progress.
3. Procuring of goods and services, rising of purchase orders and maintain the expendable and non- expandable inventory registers.
4. Prepare payments and maintain registers for Provisional Tax (PT), Fringe benefits Tax (FBT), Pay as You Earn (PAYE), Vatable Revenue, Fiji National University Levy and Fiji National Provident Fund contributions.
5. Certify pass payment on all payment vouches for procurements of goods, services and works.
6. Attain excess and advance payments approvals as per guidelines and regulations.
7. Prepare the journals for all adjustments and ensure that it is certified by the Manager Finance before it is posted into General Ledger.
8. Actively contributes to the Ministry and/or Corporate requirements.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed activities at the Divisional level within the operational plans completed and delivered as planned;
2. Timely provision of Divisional input for reporting purpose to the Management as agreed timeframe;
3. Ensuring that financial transactions are accurately recorded, reconciled and reported in compliance with accounting standards and regulation within the agreed timeline.

PERSON SPECIFICATION

An undergraduate Degree in Accounting/ Finance/ Economic or equivalent experience in similar role, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 2-3 years' experience working on a broad range of finance functions.
2. Sound understanding of the accounting principles, financial concepts, and practice to accurately record and report financial transactions.

Skills and Abilities

1. Excellent communication (both oral and written) skills to interact with external ad external stakeholders, explain financial information and present findings.
2. Strong problem solving skills to identify issues, analyze root causes, and develop solutions to financial challengers or discrepancies.
3. Ability to analyze financial data, identify trends, and provide insights for decision making and strategic planning.
4. Results-oriented, team player, articulate analyst with attention to details, persuasive communicator and good writer
5. Demonstrates commitment to hard work, loyalty and a high regard and adherence to civil service code of conduct

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. Applicant must also be Fijian Citizens, under the age of 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. Applicants 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.