



MINISTRY OF DEFENCE, NATIONAL SECURITY & POLICING

JOB DESCRIPTION: SENIOR ACCOUNTS OFFICER

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$34,760.31 - \$44,564.50
3. Duty Station: Suva, limited travel to provinces and districts required
4. Reporting Responsibilities:

Reports To: Director Corporate

Liaises with: Other Ministry staff through the Director Corporate

Subordinates: 4

POSITION PURPOSE

This position ensures the effective and efficient planning, utilization, monitoring, reconciliation and reporting on the Ministry's budget. The position also ensures that timely financial management advice is provided to Senior Management.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements and meeting the operational needs of the Ministry:

1. Ensure effective consultation and compilation of the Ministry's budget submission for the financial year's;
2. Ensure provision of quality advise to the Permanent Secretary through the Director Corporate Services on issues pertaining to financial compliance and budget utilization;
3. Ensure effective monitoring and management of all the budgetary allocation;
4. Provide effective financial reports to management with sound financial management advice;
5. Ensure effective and efficient compilation and timely submission of all required financial reports and reconciliations;
6. Manage and motivate the staff of the accounts section to ensure that key deadlines are met;
7. Respond to audit queries from Office of the Auditor General, Internal Audit and other Stakeholders;
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource management activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Budget submission are prepared, approved and submitted on time;
2. All monthly financial assessment reports are submitted within the agreed timeframes, and include analytical assessment of performance progress and achievements, and any recommendations for improvement;
3. All agreed monitoring and evaluation reports are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframes;
4. Annual Financial Statement of the Ministry are prepared and time response is provided on all audit queries;
5. Effective and timely management and regular monitoring of staff performance and attendance to enable business continuity and delivery of quality services;

PERSON SPECIFICATION

In addition to an undergraduate Degree in Accounting and/or Finance (or relevant equivalent work experience), and a provisional membership of the Fiji Institute of Accountants the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 5 years' experience in a variety of accounting duties in the public sector or a corporate environment;
2. At least 2 years' experience in a Supervisory role
3. Understanding of financial management legislation and guidelines;
4. Practical working knowledge of developing, delivering and evaluating financial statements and annual budgetary allocations;
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji; and
6. Understanding of teams and how to build and maintain a high performing team.

SKILLS AND ABILITIES

1. Demonstrated skills in effective financial management and auditing of accounts;
2. Demonstrated ability to manage and motivate staff at different levels, backgrounds and experience;
3. Strong communication skills and the ability to effectively consult with others;
4. Demonstrated ability to plan for and meet tight and immovable deadlines;
5. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
6. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment;
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization;
8. Capacity to utilize computer programs to support the operations of a complex organization.

Personal Character and Eligibility

Applicants for employment in the Ministry of Defence, National Security and Policing must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Defence, National Security and Policing is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.