



JOB DESCRIPTION: ACCOUNTS OFFICER

CORPORATE INFORMATION

1. Position Level : Band F
2. Salary Range : \$24,989.57 - \$31,534.46
3. Duty Station : Suva, limited travel to provinces and districts required
4. Reporting Responsibilities:
 - a) **Reports To** : Senior Accounts Officer - Corporate Services Division
 - b) **Liaises with** : Other Ministry staff through the Senior Accounts Officer
 - c) **Subordinates**: 3

POSITION PURPOSE

This position ensures effective and efficient planning, purchase and recording of Ministry's equipment's and assets and its update on the Fixed Asset Register and Inventory and looks after the annual conduct of Board of survey. The position will also work closely with the two Assistant Accounts Officer on the monthly reconciliations and reports.

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, meeting the operational needs of the Ministry:

1. Ensure timely update of Inventory and Fixed Asset Register;
2. Ensure the timely facilitation of Annual Board of Survey;
3. Ensure effective and efficient compilation and timely submission of all required financial reports and reconciliations;
4. Oversee the overall conduct and documentation of the Ministry's Board of Survey;
5. 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. All monthly financial assessment reports are submitted within agreed timeframes, and include analytical assessment of performance progress and achievements, and any recommendations for improvement.
2. All Inventories and Fixed Asset Register are updated on time
3. Annual conduct of Board of Survey process.

PERSON SPECIFICATION

In addition to an undergraduate Degree in Accounting and/or Finance (or equivalent work experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' experience in a variety of accounting duties in the public sector or a corporate environment;
2. Understanding of financial management legislation and guidelines;
3. Practical working knowledge of asset management and Board of Survey process;
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji; and
5. Understanding of teams and how to build and maintain a high performing team.

Skills and Abilities

1. Demonstrated ability to manage and motivate staff at different levels, backgrounds and experience;
2. Strong communication skills and the ability to effectively consult with others;
3. Demonstrated ability to plan for and meet tight and immovable deadlines;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Demonstrated ability to analyze and contribute to solutions to complex problems, in a resource constrained environment;
6. 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 and Veterans Affairs must be Fijian Citizens, under Age 60, 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 and Veterans Affairs 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.