



# MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

**ROLE | JOB DESCRIPTION:** Senior Accounts Officer [Payroll Software]

## CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$34,760.31 – \$44,564.50
3. Duty Station – Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
  - a. **Reports To:** Manager Financial Operations
  - b. **Liaises with:** Ministry staff, Government Ministries/Departments, Agencies, Auditors, Banks, Consultants and Development Partners.

## POSITION PURPOSE

The position is responsible for the project management (inclusive of all project phases) in Treasury Unit which includes changes to business processes and policies during project implementation. The position also assists in advisory services at Whole of Government in relation to FMIS & Payroll software.

## KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure that all Treasury Projects are completed within the specified time as per Project Schedule phases and any anomalies or issues reported.
2. Formulate advisory services and support change management to enhance systems and processes related to project works.
3. Liaise with relevant stakeholders and influence on matters related to project phases that promotes accountability and address any concerns and queries with agreed timelines as per the governing legislations, regulations, guidelines and procedures in place.
4. Actively contribute to the Ministry and corporate requirements, including planning, budgeting, auditing and the innovation in the work processes and systems where required.

## KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All Treasury Projects are completed as per the Schedule and all deliverables are met as per project plan.
2. All project phases are completed within the agreed timeline and as per the government acts & regulations and other relevant policies and procedures in place.
3. The formulation of advisory services on FMIS & Payroll software and its processes are accurate and in accordance with the governing legislations, regulations, guidelines and procedures in place.
4. All work to successfully contribute and represent the Ministry and its corporate requirements are conducted with the agreed timelines in accordance with the relevant legislations and regulations.

## PERSON SPECIFICATION

In addition to Degree in Accounting and Commerce/related field or similar from a recognized institution (or equivalent relevant experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### Knowledge and Experience

1. At least 5 years' experience working in government sector.
2. Practical, working knowledge of accounting, financial reporting and financial management systems within the Fijian Government or that similar to in a large organisation;
3. Detailed knowledge on Income Tax Act and other tax acts pertaining to the Government;
4. Fluent command of English in both spoken and written (communication skills).
5. Practical experience in the application of legislations, regulations, international accounting and auditing standards, policies and processes.

### Skills and Abilities

1. Able to provide advisory services to external and internal officers on the current FMIS & Payroll modules.
2. Able to produce highly quality reports using MS. Office packages such as MS. Word or MS. Excel.
3. Ability to multi-task on projects and also highlight to supervisor(s) what business processes or policies need to be changed or aligned to ensure compliance.
4. Fluent command of English in both spoken and written (communication skills).
5. Interpretational Skills is required as position will provide advisory service.
6. Ability to meet strict deadlines to ensure milestones of projects are met as per plan.

7. Demonstrated ability to work in projects, change management, organize activities and manage and motivate team and work with multi-functional team on multiple tasks.

### **Personal Character and Eligibility**

Applicants for employment 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 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 applicant.