



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

## JOB DESCRIPTION: TREASURY ASSISTANT [MONITORING & EVALUATION]

### CORPORATE INFORMATION

1. Position Level: Salary Band C
2. Salary Range: \$12,081.69 to \$15,489.35
3. Duty Station – Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
  - a. **Reports To:** Manager Financial Reporting – via Senior Accounts Officer
  - b. **Liaises with:** Staff of the Ministry, Accounting Heads, staffs of budget sector agencies, auditors, banks and other stakeholders.
  - c. **Subordinates:** Nil

### POSITION PURPOSE

The position is responsible for providing assistance in the monitoring and evaluating of the Whole of Government general ledger to ensure finances of Whole of Government are in accordance with the International Standards for Public Sector Accounting Standards, relevant laws and regulations, policies and procedures.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Ensure that respective Ministry / Department account reconciliation are reviewed with any remedial action and recommendations are implemented and reported on within the agreed timelines as per IPSAS, relevant laws and regulations, policies and procedures.
2. Assist in the preparation of the training plan at Whole of Government level on the accounts and finances of Government and on any significant accounting and auditing matters.
3. Assist in the formulation of advisory or comments on matters related to the accounting system and the Accounts and Finances at Whole of Government level including that of any internal / external review of the position responsibilities in accordance with the IPSAS and the relevant legislation and regulation.
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:

- All Ministry / Department reconciliations are reviewed for any remedial action and reported within the agreed timelines as per IPSAS and relevant legislation and regulations.
- All identified and scheduled trainings are conducted within the agreed timelines or as and when required.
- All internal / external review responses and advisory services on the matters related to the Accounts and Finances are provided within the agreed timelines and in accordance with IPSAS and the relevant legislations and regulations.

- 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 a pass in year 12 exams or year 13 examination [or equivalent relevant experience], the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

### **KNOWLEDGE & EXPERIENCE**

1. At least 1 year of experience in general accounting and financial reporting functions.
2. Practical, working knowledge of accounting, financial reporting and financial management systems.
3. Computer literate and good knowledge of MS applications.

### **SKILLS & ABILITIES**

1. Demonstrate willingness and ability to understand and interpret guiding finance legislations, regulations and accounting policies.
2. Ability to work independently, problem solving skills, and prioritize tasks.
3. Detail oriented with sound analytical and writing skills.
4. Sound communication, interpersonal and representational skills.
5. Ability to work beyond normal working hours, meet strict timeline and a team player.
6. Capacity to utilize computer programs to support daily operations.

### **PERSONAL CHARACTER & ELIGIBILITY**

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably 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 duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants