



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

ROLE | JOB DESCRIPTION: ACCOUNTS OFFICER (PAYROLL)

CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary: \$22,528.74 - \$28,883.00
3. Duty Station: Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
 - a. **Reports To:** Senior Accounts Officer
 - b. **Liaises with:** Ministry staff, Accounting Heads and staff of the agencies and stakeholders
 - c. **Subordinates:** Assistant Accounts Officer & Payroll Assistants

POSITION PURPOSE

The position is responsible to ensure timely and correct processing of salaries and wages for the Ministry and payment of WOG wages in a timely manner.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Co-ordinate and ensure timely submission of Employee Monthly Summary files in respect of Ministries and departments, as per the statutory requirements.
2. Review the accuracy of payroll related payment and documentations and in compliance with financial policies and procedures.
3. Assisting in processing wages and salaries (related payments) in a timely manner
4. Timely processing of FNPF and monthly reconciliation
5. Processing of WOG surcharge and Housing Allowance and related payments
6. Processing WOG manual payments and updates to payroll
7. Payment of WOG wages
8. Timely monitoring and facilitating of payment/refunds related to deductions instigated.
9. Preparing ad hoc reports as required by the stakeholders

KEY PERFORMANCE INDICATORS

1. All payroll related payments and activities are reviewed and processed within the agreed timeframe, and in accordance with the governing legislations, regulations, guidelines, and procedures in place.
2. All account reconciliations are prepared within the agreed timeframe and as per the governing financial reporting standards and other relevant policies and procedures in place.

3. The formulation of advisory services on payroll related payments its processes are accurate and in accordance with the governing legislations, regulations, guidelines and procedures in place.
4. All activities assigned as per Ministry corporate requirements are completed within the agreed timelines in accordance with the relevant legislations and regulations.

Person Specifications

In addition, to degree in Accounting and Finance from a recognized institution [or equivalent relevant experience], the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 3 years' a medium to a larger size organization working in a finance or finance related environment
2. Sound knowledge of the payroll process and its related payments and reconciliations.

Skills and Abilities

1. Ability to achieve results personally and through effective team leadership or support
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality
6. Capacity to utilise computer programs to support daily operations
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

Personal Character

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