



MINISTRY OF HOUSING

FINANCE UNIT

ROLE DESCRIPTION: SENIOR ACCOUNTS OFFICER

CORPORATE INFORMATION

1. **Position Level:** Salary Band H
2. **Salary Range:** \$37,434.18 – \$47,684.02
**Additional performance payments may be available for our highest performers, in accordance with the Public Service Commission guidelines.*
3. **Appointment Period:** Open ended until retirement age is reached
4. **Duty Station:** Finance Unit [HQ]
5. **Reporting Responsibilities:**
 - a) **Reports to:** Manager Finance
 - b) **Liases with:** Internal - Staffs of Finance, Corporate Service Unit and All Sections of the Ministry.
External - Line Ministries & Department, Tertiary Institutions – USP & FNU & other Training providers, Statutory Bodies, suppliers and donor agencies and International Organizations.
 - c) **Subordinates:** Assistant Accounts Officer, Accounts Clerk, Clerical Assistant.

POSITION PURPOSE

The position supports the financial activities of the Ministry in adherence to the principles of good governance, public accountability and transparency.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Timely and accurate preparation of monthly and yearly financial reports including reconciliation reports and reports on internal controls, financial performance and service delivery to senior management and Permanent Secretary
2. Maintenance/ periodic review of effective internal control systems within accounts section to avoid any fraud and misappropriation of public funds, perform compliance check on all request for procurement and payments, make recommendations on internal/external audit reports and follow up on implementation of recommended practices.

3. Manage the budget and expenditure of the Ministry, including preparation of cash flow forecasts and all expenditure requests and approvals in accordance with the approved budget.
4. Prepare Annual Procurement Plan, Quarterly Project Performance Report and Annual Work programme for the Ministry
5. Prepare revenue return for both Operating Fund Revenue and Trust Fund Revenue
6. Maintain Contractual files for each projects with project updates on financial and non-financial information
7. Ensure the correct and timely capturing of all finance transactions in the Financial Management Information System.
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, staff selection and management.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed activities within the Business Unit are achieved to determine whether outcomes are consistent with the Divisions corporate goals as set out in the Corporate Business Plan.
2. All output and outcomes of the Business Unit are met within the timelines and that is aligned to the set performance indicators of the Ministry.
3. All the monitoring and evaluation of the operating and capital expenditure of the Ministry for every quarter is within the allocation according to needs, maximum benefits and expenditure within budget.

PERSON SPECIFICATION

In addition to a Degree in Accounting/ Economics (or equivalent work experience in a financial environment or similar) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 5-6 years' experience in a similar capacity working on a broad range of financial functions
2. Practical, working knowledge of financial management and functions and anti-corruption strategies.
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

SKILLS AND ABILITIES

1. Ability to achieve results personally and through effective team leadership
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal, analytical and representational skills

4. Ability to effectively analyse and report financial data including budgeting and forecasting
5. Ability to follow guidelines and appropriately apply financial management principles in daily processes
6. Capacity to utilise computer programs to support daily operations including a high level of skills in using Micro Soft Office applications
7. Service oriented approach, with a commitment to supporting the operational and financial aspect of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 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 the duty.

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 applicants.