



## MINISTRY OF FISHERIES

### CORPORATE SERVICES DIVISION

**ROLE DESCRIPTION: ACCOUNTS OFFICER [1 POST]**

**VACANCY NO: MFish 21/16**

#### CORPORATE INFORMATION

1. **Position Level:** Band F
2. **Salary range:** \$22,528.74 - \$28,883.00  
*\*Additional performance payments may be available for our highest performers in accordance with the Public Service Commission guidelines.*
3. **Contract Period:** Up to 3 years
4. **Duty Station:** Headquarters, Suva.
5. **Reporting Responsibilities;**
  - a) **Reports to:** Senior Accounts Officer
  - b) **Liaises with:** Divisional Heads and staff, stakeholders, government agencies and clients
  - c) **Subordinates:** Assistant Accounts Officer and Clerical Officers (Accounts)

#### POSITION PURPOSE

The position is responsible to support the operational services of the Accounts Section to ensure timely submission of all financial reports, payments, monitoring and updates of salaries and wages, ledgers update to comply with regulations, policies and procedures.

#### KEY RESPONSIBILITY AREAS

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

1. Undertake all required activities of the payments section to ensure that all staffs are managed, monitored and supported to enable them to carry out their responsibilities as designated in their role descriptions;
2. Ensure that the compilations of all payments and bills are in compliance with the current policies and checks to ensure that all necessary documents, checklists/ justifications and prior approvals are in order;
3. Actively manage and monitor the clearance of outstanding purchase orders and follow up with divisions for its clearance;
4. Overseeing and monitoring all payments are updated daily in the FMIS and work closely with the cashier on the daily lodgement of revenues, clearance of open payables and undischarged vouchers;

5. Ensure that the Drawings Account for the Ministry are updated on a daily and monthly basis and reconciliation are submitted to FMIS before due date;
6. Actively contribute to all corporate requirements of the Ministry, including reporting, planning, budgeting, performance management and selection activities where required.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Assigned activities in the Business Plan and Individual Work Plan are completed and delivered;
2. Compliance with applicable legislation, policies, procedures and service standards;
3. Timely submission of quality reports and programme documentation.

### **PERSON SPECIFICATION**

A Bachelor Degree in Accounting, Finance, Economics or Commerce from a recognized institution **OR** equivalent relevant work experience. In addition, the following Knowledge, Experience, Skills and Abilities are required to successfully carry out this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 5 years' of relevant work experience with at least 1 year of supervisory exposure;
2. Significant proven experience in Finance duties and understanding of the Accounting system;
3. Understanding the Fijian Constitution (2013) and applicable laws of Fiji.

### **SKILLS AND ABILITIES**

1. High attention to detail;
2. High organizational skills and ability to meet strict deadlines;
3. Demonstrated ability to communicate effectively, expresses ideas clearly and coherently both verbally and in writing;
4. Demonstrated ability to mentor and lead a team by planning and organizing work distribution and monitoring performance to ensure the subordinates understand their work requirements and can work effectively together;
5. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions;;
6. Capacity to utilize computer programs to support operations;
7. Service oriented approach with a commitment to supporting the corporate environment.

### **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment in the Ministry of Fisheries must be Fijian Citizens, under Age 55, 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 Fisheries 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 the applicant.