



MINISTRY OF FISHERIES

CORPORATE SERVICES DIVISION

ROLE DESCRIPTION: CLERICAL OFFICER - ACCOUNTS PAYABLE [1 POST]

VACANCY NO: MFish 22/27

CORPORATE INFORMATION

1. **Position Level:** Band C
2. **Salary range:** \$12,081.69 - \$15,489.35
**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:** Assistant Accounts Officer
 - b) **Liaises with:** Divisional Heads and staff, stakeholders, clients and relevant government agencies.
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position is responsible for providing financial and administrative services to ensure that effective, efficient and accurate financial and administrative operations are carried out particularly in relation to Local Purchase Orders and Direct Payments.

KEY RESPONSIBILITY AREAS

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

1. Facilitate incoming Local Purchases orders and Direct Payments on all bills and meal claims;
2. Check and verify all incoming Payment vouchers from initiators on the source which include proper documentations to complete the Purchase Order [PO] process for payments;
3. Updating all the Payment vouchers received from all Divisions which include Western, Northern, Central and Eastern Division;
4. Receipt, reconcile and update the Account Statements from suppliers with the statement received and Account Payable vouchering Module prior to vouchering;
5. Ensure to facilitate monthly payments of utility bills to Energy Fiji Limited, Water Authority of Fiji, Telecom Fiji Limited, Vodafone Fiji Limited, Total Fiji Limited and other relevant authorities on a timely basis;

6. Processing of payments into the Accounts Payable [AP] Financial Management Information System [FMIS] module;
7. Preparation of wages reconciliation on a weekly basis and ensure timely submission to the Ministry of Economy;
8. Updating of Expenditure Ledger and Bills Register at headquarters after vouchering;
9. 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 Form 7 pass or equivalent 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 2 years' of relevant work experience in a similar field;
2. Demonstrated knowledge of financial and administrative operations;
3. Understanding the Fijian Constitution (2013) and applicable laws of Fiji.

SKILLS AND ABILITIES

1. High organizational skills and detailed-oriented;
2. Demonstrated excellent communication skills and customer service focused;
3. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions;
4. Demonstrated ability to work cooperatively within a team environment and ability to meet strict deadlines;
5. Capacity to utilize computer programs to support operations;
6. 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.