

MINISTRY OF WATERWAYS

JOB DESCRIPTION: PRINCIPAL ACCOUNTS OFFICER

CORPORATE INFORMATION

1. Position Band: I
2. Salary Range: 43,296.63 to \$55,508.50
3. Duty Station: Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Director Operations
 - b) **Liases with:** Internal Staff; Ministries and Departments; members of the public; and statutory organisation
 - c) **Subordinate:** Senior Accounts Officer (Direct Reports only)

POSITION PURPOSE

The position provides sound financial advice to the Permanent Secretary through the Director, Operations on utilization of government funds, preparation of Financial Reports, Virements, Cash Flow Adjustments, Budget Submissions and also resolves internal and external audit queries.

KEY DUTIES

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

1. Assist in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll of the Ministry in compliance with Financial Management Act and related regulations and laws.
2. Daily verifications of budget utilization and facilitating cash flow adjustments, virements, financial reconciliations.
3. Verification and approving the Local Purchase Orders, Payment Vouchers, Journal Vouchers and also ensure the timely processing of salaries & wages and pensions.
4. Preparation and submission of Financial Reports on weekly, Fortnightly and Monthly basis;
5. Preparation of budget submissions, Financial Statements and ensure that Trust Accounts are prudently managed with full accountability.
6. Coordinates preparation of external audit materials and external financial reporting
7. Manage Asset Management & Procurement activities of the ministry.
8. Co-ordinate the preparation of the Ministry budget and monitors spending
9. Liases with the Ministry of Economy to ensure full compliance with Government priorities
10. Contribute towards planning and budgeting of the Ministry
11. Provide effective leadership to ensure the prompt implementation of Ministry plans for the delivery of financial functions

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. 100% compliance with (payroll, financial activities, payments and asset management & procurement) authorisation and processing standards.
2. Efficient management and monitoring of resources, databases, budgetary allocations, and assets that support meeting work plan/department objective and budget restraints/allocation.
3. All monthly financial assessment reports are submitted within agreed timeframes, and include analytical assessment of performance progress and achievements, and any recommendations for improvement.

PERSON SPECIFICATION

In addition to Bachelor's Degree (or equivalent) in Accounting, Finance or Commerce and/or relevant experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Five (5) years of work experience in finance related field, managing a team.
2. Understanding of financial systems and experience in managing budgets in large complex organisations

Skills and Abilities

1. Ability to work on multiple tasks simultaneously to ensure timely completion of activities.
2. Ability to interpret, plan, produce reports and time management skills.
3. Ability to communicate and interact with officials at all levels of government and external stakeholders
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Strong interpersonal and communication skills and the ability to work effectively with all staff;
6. Good judgment, initiative, high sense of responsibility, tact and discretion, with sensitivity to different cultures.
7. Ability to prioritise in order to meet strict deadlines.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment 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 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