



MINISTRY OF WATERWAYS

The Ministry of Waterways invites suitably qualified and eligible applicants for the following position:

| Vacancy No | Position Title | Location | Contract Term | Salary Band & Range | # of Positions |
|---------------------|-------------------------|----------|---------------|-------------------------------|----------------|
| NEW POSITION | | | | | |
| DWW 11/2021 | Senior Accounts Officer | HQ, Suva | 3 years | H - \$34,760.31 - \$40,553.70 | 1 |

The appointment process for this position will be in accordance with the Public Service Commission Open Merit Recruitment and Selection Guideline. The role description for the position is available from www.mowe.gov.fj/join-us/. All applicants are encouraged to obtain this information to assist with your written application.

ELIGIBILITY

All applicants for employment in the Ministry of Waterways must be of good character, with a background that demonstrates their commitment to public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55 and with a clear police record. The applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

All applications to include recent Curriculum Vitae (CV) with copies of academic certificates and transcripts, at least two (2) referees with one being the current or recent supervisor and a covering letter of no more than three [3] pages clearly stating as how they are meeting the Knowledge, Experience, Skills, Abilities [KESA] for the position.

SUBMISSION

Applications must be submitted by **4.30pm** on **Monday 20 September, 2021**.

LATE APPLICATION WILL NOT BE CONSIDERED.

Applicants are encouraged to submit their applications on any of the three (3) addresses given below;

Application by Post:

The Permanent Secretary
Waterways and Environment
G P O Box 1292
SUVA

Applications Delivered:

“Vacancy Reference Number”
The Recruitment Officer
318 Bali Towers
Toorak Road
Suva

Application by email:

[recruit.Mowe2019@
gmail.com](mailto:recruit.Mowe2019@gmail.com)

MINISTRY OF WATERWAYS & ENVIRONMENT

JOB DESCRIPTION: SENIOR ACCOUNTS OFFICER

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: FJ\$34,760.31 to FJ\$44,564.50 per annum,
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Principal Accounts Officer
 - b) **Liases with:** Ministries and Departments, Internal Units, Project Suppliers, General Public, Statutory Bodies, Financial Institution
 - c) **Subordinates:** Assistant Accounts Officers and Clerical Officers

POSITION PURPOSE

The purpose of the position is to facilitate timely payments for Projects and Grants funds. The position will also be responsible for ensuring that Salary, Wages and Trust payment are processed on a timely basis in accordance with the relevant legislations and other governing laws

KEY DUTIES

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

1. Proper & timely processing of all payments in accordance to Ministry of Waterways and Environment Finance Manual and other governing Laws (Pass for payment, certifying payments, signing off cheques).
2. Approving Local purchase amounting to \$3000 (maximum) through FMIS system.
3. Facilitate RIE and Virement of funds as and when required.
4. Facilitate the change of signatories for Drawings account and Trust Fund Account as and when required.
5. Conducting of monthly reconciliation for the following Trust account:
 - A). Retention Fund Account – Waterways and Vetting of all Reconciliation and Journal vouchers raised by subordinates and ensuring timely clearance.
6. Assist Principal Accounts Officer in compiling accounts monthly report, preparation of Annual budget submission, Agency Financial Statement and quarterly report. Attend to all accounts related queries assigned by Principal Accounts Officer
7. Facilitate and coordinate the timely processing of salaries and wages (check, verify and endorse all salary & wages changes) and Petty Cash.
8. Facilitate and coordinate the formulation of the Ministries of Waterways Annual Procurement Plan, annual review of Ministry of Waterways and Environment Finance Manual.
9. Facilitating Annual Provisional Tax Return and uploading in FRCS portal

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Activities in the Accounts Annual Business Plan and Individual work plan completed and delivered as planned;
2. All Accounting functions are carried out in compliance with the policy and procedures outlined in Ministry of Waterways Financial Manual, applicable Legislation and governing laws.
3. All authorised payments are processed within agreed timeframes, and compliant with financial management instructions, policy and procedures
4. Monthly and quarterly reports are submitted within agreed timeframes and meet the standard reporting requirements, including analyses of data and any recommendations for improvement

PERSON SPECIFICATION

In addition to a Bachelor's Degree in Accounting, Finance or Commerce from an accredited University with three (3) years related work experience. In addition to the qualifications, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role: Post Graduation qualification would be an added advantage.

Knowledge and Experience

1. Knowledge of accounting principles and practices and data analysis
2. Significant proven experience in finance section
3. Experience in managing a dedicated team
4. Basic knowledge of capital project management
5. Capacity to manage, motivate and up skill staffs

Skills and Abilities

1. Ability to interpret, plan, produce reports and time management skills.
2. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
3. Strong interpersonal and communication skills and the ability to work effectively with all staff;
4. Provide supervisory role to subordinates and ability to prioritise in order to meet strict deadlines
5. Ability to work on multiple tasks simultaneously to ensure timely completion of work activities;
6. Skill in written and oral communication to prepare briefings or recommendation to the Head of Divisions;
7. Ability to communicate and interact with officials effectively
8. Ability to utilize computer skills to carry out functions of the position.

Personal Character and Political Neutrality

All applicants for employment in the Ministry of Waterways be Fiji Citizens, under the age of 55 years, 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. Terms of employment under Fijian law require the successful applicant to have at least received their first COVID19 vaccination