



## OFFICE OF THE ATTORNEY-GENERAL

### ROLE DESCRIPTION: CLERICAL OFFICER [Accounts]

#### CORPORATE INFORMATION

1. Position Level: Band C
2. Salary Range: \$12,081.69 - \$15,489.35
3. Duty Station: Suva
4. Reporting Responsibilities;
  - a) **Reports To:** Accounts Officer
  - b) **Liases with:** Office staff, Government ministries & departments, clients/stakeholders, public and private Firms.
  - b) **Subordinates:** Nil

#### POSITION PURPOSE

The Clerical Officer will perform various administrative and clerical tasks to ensure that the Office daily accounting functions are carried out accurately and effectively.

#### KEY DUTIES

The position will achieve its purpose through the following responsibilities:

1. Assisting the Principal Accounts Officer, Accounts Officer and Assistant Accounts Officer to manage accounting procedures and processes;
2. Timely preparing of revenue and payment vouchers;
3. Clerical duties for the Office, including revenue collection, receipting, photocopying, scanning, data entry, reception duties, dispatching of mail and correspondence;
4. Maintaining files and records so they remain updated and easily accessible;
5. Undertaking basic bookkeeping tasks and issuing invoices, cheques etc.;
6. Assisting in office management and organization procedures; and
7. Carry out other duties pertinent to the scope of the post as directed by the Principal Accounts Officer.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provide accurate and timely clerical assistance for the day to day functions of the Office
2. All assigned duties are completed and delivered within the specified timelines.
3. Client service standards are achieved.
4. Accurate record management is maintained at all times



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### **PERSON SPECIFICATION**

In addition to successful completion of a Diploma in Accounting or similar field (or equivalent relevant experience) the following knowledge, experience, skills and abilities required to successfully undertake this role are set out below.

### **KNOWLEDGE AND EXPERIENCE**

The applicant should possess:

8. At least 2 to 3 years of experience as an accounting clerk or other similar clerical position;
9. Familiarity with office procedures and basic accounting/administrative principles;
10. Working knowledge of office devices and processes; and
11. Knowledge and proficiency in the use of Microsoft Office applications.

### **SKILLS AND ABILITIES**

The applicant should possess:

1. Ability to priorities, multi-task and complete work accurately in a timely manner;
2. Excellent customer service and oral communication skills and the ability to deal with clients within the required legislative and policy framework;
3. Ability to work autonomously and as part of a team;
4. A professional attitude, awareness of the confidentiality requirements of the Office and demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment; and
5. A service oriented approach, with a commitment to supporting the operation and corporate environment of the Office.

### **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 a Fijian Citizens, in sound health, aged below 60 with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Office of the Attorney-General 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 applicants.