

## OFFICE OF THE ATTORNEY-GENERAL

### ROLE DESCRIPTION: ASSISTANT ACCOUNTS OFFICER

#### CORPORATE INFORMATION

1. Position Level: Band E
2. Salary Range: \$19,041.75 - \$24,412.50
3. Duty Station: Suva
4. Reporting Responsibilities;
  - a) **Reports To:** Principal Accounts Officer
  - b) **Liaises with:** Office staff, Government ministries and departments
  - c) **Subordinates:** Clerical Officers

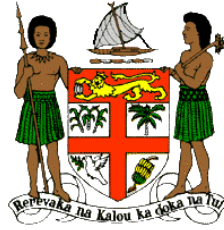
#### POSITION PURPOSE

The position is responsible for the management and provision of financial support services to ensure that adequate internal controls are maintained whilst also safeguard government assets through compliance of all the Finance Management Act and regulations.

#### KEY DUTIES

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

1. Maintain imprest account, related replenishment, imprest and safe register;
2. Process all payments in the Financial Management Information System ('**FMIS**') including direct payments for Purchase Orders ('**PO**'), subscriptions and contractual vendors.
3. Provide financial support to assist in adherence to financial regulatory requirements in the area of payment processing;
4. Submitting bank files to the Accounts Officer ('**AO**') for verification prior to final dispatch to the banks;
5. Communication of payment remittances to respective vendors at the completion of payment processing.
6. Processing of per diem allowances for officers travelling abroad and maintenance of related registers;
7. Collect revenue, daily lodgments and raise journal voucher to facilitate AO's entries into the FMIS.
8. Verify input of salaries and wages by the Clerical Officers;
9. Prepare monthly expenditure reports, monthly outstanding PO reports and payroll vs general ledger reconciliations;



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### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All financial reports are submitted on a monthly basis, accurate and compliant to the accounting standards;
2. All authorised payments are appropriately accounted for and within the agreed timeframes in compliance with Financial Instructions;
3. Efficient management and monitoring of resources, databases, budgetary allocations and assets that support meeting Office's objectives; and
4. Standards, guidelines, procedures of work are properly implemented.

### **PERSON SPECIFICATION**

In addition to a relevant undergraduate Degree in Accounting/ Finance or Banking from a recognised institution (or equivalent), the following knowledge, experience, skills and abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 2 to 3 years of experience in the related field;
2. Knowledge of accounting principles and practices;
3. Proven experience in finance duties and understanding of Government accounting system; and
4. Understanding of teams and how to work effectively within a team environment.

### **SKILLS AND ABILITIES**

1. Demonstrate ability in effective decision making and attention to detail with high level of accuracy;
2. Demonstrate ability to undertake sound financial reconciliation;
3. Demonstrate ability to lead, plan and organise activities, projects and work cooperatively within a team environment;
4. Must possess analytical and problem solving skills;
5. Capacity to utilise computer programs to support daily operations;
6. Demonstrated ability to maintain confidentiality, in a public sector environment; and
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **PERSONAL CHARACTER AND ELIGIBILITY**

An applicant for employment must be of good character, with a background that demonstrates his/her commitment to the civil service values contained in the Constitution of the Republic of Fiji. An applicant 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.