

## OFFICE OF THE ATTORNEY-GENERAL

### JOB DESCRIPTION: PRINCIPAL ACCOUNTS OFFICER

#### CORPORATE INFORMATION

1. Position Level: Band I
2. Salary Range: \$46,627.14 - \$59,394.10 (Step 1-4)
3. Duty Station: Suva
4. Reporting Responsibilities;
  - a) **Reports To:** Head of Administration and Productivity
  - b) **Liaises with:** Ministry staff, Public and Stakeholders
  - c) **Subordinates:** Accounts officer, Assistant Accounts Officer and Clerical Officers

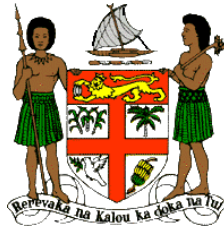
#### POSITION PURPOSE

The position provides sound financial advice to the Solicitor-General through the Director Corporate Services on utilization of Government funds, preparation of Finance Reports, Virements, Cash Flow Adjustment, Budget submission and also resolve internal and external Audit queries

#### KEY DUTIES

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

1. Providing of relevant financial information for the preparation of the Ministry's Annual Budget Estimates.
2. Authorizing of payments, signing and countersigning of cheques
3. Providing of timely advice on financial and accounting matters by maintaining and analyzing financial and accounting information.
4. Distribution of funds and maintaining proper control of expenditure through an effective financial management system
5. Compilation and submission of financial reports to Ministry of Finance and management.
6. Monitoring the collection and accounting of revenue.
7. Attend to Audit and Finance queries and putting into place necessary measures to ensure compliances to Financial Instructions and Regulations.



## **OFFICE OF THE ATTORNEY-GENERAL**

8. Identify training needs and provide on-the-job training for accounts staff.
9. Ensure that all accounting and financial records are properly maintained and secured.
10. Monitoring payments of wages and salaries to ensure correct procedures are followed.
11. Preparation of Agency Financial Statement

### **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 Authorized payments are appropriately accounted and processes within the agreed timeframe and in compliance with Financial Instructions;
3. Efficient management and monitoring of resources, databases, budgetary allocations and assets that support meeting Department's objectives.
4. Standards, guidelines, procedures of work are properly implemented.

### **PERSON SPECIFICATION**

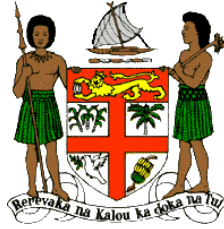
A post graduate degree in Accounting, Finance, Commerce or similar field or undergraduate degree with relevant experience, knowledge, skills and abilities required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 10-12 years work experience in an accounting environment
2. Sound knowledge of accounting principles (accounting academic background)
3. Experience in financial reporting, data analysis and supervisory position
4. Knowledge of MS Office especially MS Excel and MS Word
5. Understanding of teams and how to work within a high performing team

#### **Skills and Abilities**

1. Demonstrated ability to manage budgets and be able to provide sound financial advice on financial related matters and have collaborative communication and resource management skills;
2. Demonstrated ability of a high caliber to perform all functions according to guidelines and procedures;
3. Effective evaluation and must have strong written communication skills;



## **OFFICE OF THE ATTORNEY-GENERAL**

4. Demonstrate experience in managing and mentoring staff;
5. Capacity to adjust to changing socio and work environment;
6. Ability to prioritize work in order to meet strict timeliness.

### **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.