



PARLIAMENT OF FIJI
Corporate Services Division



JOB TITLE: ASSISTANT FINANCE OFFICER - PAYMENTS

CORPORATE INFORMATION

1. Position Level: Band F
2. Annual Salary: \$22,528.74 - \$28,883.00
3. Duty Station: Government Buildings
4. Reporting Responsibilities;
 - a) **Reports To:** Senior Finance Officer
 - b) **Liaises with:** Department Staff, External Customers (vendors)
 - c) **Subordinates:** NONE

POSITION PURPOSE

The position is responsible for providing financial support services to ensure timely and accurate processing of accounts payable, manage payment records and prepare Wages reconciliation in accordance with relevant financial rules and regulations. The position assist Manager Finance in data collection for financial reporting to Executive Management.

KEY RESPONSIBILITIES

- 1 Timely and accurate payment of services, supplies and utilities.
- 2 Prepare payment voucher for checking and certification.
- 3 Ensure all fields on payment voucher is filled before vouchering on-line
- 4 Prepare weekly Wages reconciliation.
- 5 Maintain meal claim and utility bill register to provide data for trending analysis
- 6 Ensure sequence numbering of paid vouchers, stamp paid and bind.
- 7 Contribute to team effort to accomplish related results by assisting the cashier receive and deposit operational revenue.

PERFORMANCE INDICATORS:

1. Timely process of all payments in accordance with standard rules and regulations within agreed timeframe;
2. Conduct timely reconciliation of Wages within given timeline;
3. Maintains well documented financial records and timely provision of financial data;
4. All other corporate requirements are delivered within agreed timeframes and standing instruction and standards

PERSON SPECIFICATION:

Essential Qualification:

An Undergraduate Degree in Accounting/Commerce, or a related field from a recognized institute with at least 2 years of relevant work experience [or equivalent relevant experience], the following

knowledge, experience, skills and abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 2 years of experience in general accounting/financial duties.
2. Knowledge and understanding of the Financial Management Act and other relevant legislations, as well as approved policies and procedures for the disbursement of funds.
3. Good knowledge of financial service processes including accounts payable, payroll reconciliation.
4. A good working knowledge in Microsoft Office in particular Word, Excel and PowerPoint.

SKILLS AND ABILITIES

1. Ability to analyse financial transactions and provide advice where appropriate;
2. Demonstrated ability to manage different priorities and work under minimum supervision
3. Ability to demonstrate analytical skills and be result oriented;
4. Ability to work under pressure and meet deadlines;
5. Good interpersonal skills with excellent time management skills;
6. Organizational abilities and the ability to be impartial, confidential and to make firm decisions;
7. Good written and verbal communication skills including public relations skills; and
8. Demonstrated ability to use the computerized accounting system;

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of Fiji operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Parliament of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of Fiji must be under the age of 55, in sound health, with a clear police record. The successful applicant will be required to provide a police and medical clearance report.

The Parliament of Fiji is an Equal 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.