



# PARLIAMENT OF FIJI



## JOB DESCRIPTION: SENIOR FINANCE OFFICER

### CORPORATE INFORMATION

1. **Position Level:** Band H
2. **Salary Range:** \$34,760.31 - \$44,564.50
3. **Duty Station:** Government Buildings
4. **Reporting Responsibilities:**
  - a. **Reports To:** Manager Finance
  - b. **Liaises with:** Management, MP's, staff and external parties
  - c. **Subordinates:** Finance Officer, Assistant Finance Officer (2), Procurement Officer & Stores Officer.

### POSITION PURPOSE

The position report to the Manager Finance and provides support / advice on the financial operations and administration of finance unit, procurement and stores. The position also ensuring compliance and adequate internal controls in place, maintain cash flow and ensure efficient deliverables of team finance outputs.

### KEY RESPONSIBILITIES

1. Supervise the Finance Unit staff to ensure key deadlines and expected outputs are achieved.
2. Ensure all financial support services provided are efficiently facilitated within the given period of time with excellent customer care service.
3. Facilitate all financial transaction and ensure adequate internal controls are in place and with compliance to the governing regulations. Ensure timely preparation of monthly reconciliations (Drawing Accounts, Imprest Account, and Visa Card Account) and submitted to Ministry of Economy.
4. Manage and monitor the cash flow on a daily and monthly basis, ensure smooth flow of financial transactions and operations in the Parliament.
5. Facilitate the audits of the Parliament and attend to audit issues, audit repose and follow-ups, always ensure compliance / efficiency with minimal audit issues.
6. Actively contribute to all corporate requirement of the Parliament, Including providing financial advice, procurement and stock control, board of survey, contract management and budgeting, reporting, driving and other corporate social activities.

### KEY PERFORMANCE INDICATORS

1. Efficient management and monitoring of finance staff, financial systems, processes, and ensuring plan outputs are achieved within the given period of time.
2. Timely facilitate all request received, reconciliation, cash flows payments and asset management in compliance with relevant policy guidelines and legislation.
3. Coordinate all audits of the Parliament and ensure compliance of systems and processes.
4. All other corporate requirements are delivered within agreed timeframes and standing instruction and standards.

## **PERSON SPECIFICATION**

### **Essential Qualification:**

An Undergraduate Degree in Accounting/Economic/Commerce, or a related field from a recognized institute with at least 3 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 3-5 years of relevant work experience as supervisor in the finance sector;
2. Good understanding of all the legislative and policy framework that governs the area of finance and budgeting;
3. Sound Practical working knowledge of Budget process, Finance Management Information System and Financial reporting;
4. A good working knowledge in Microsoft Office Suite and in particular Word, Excel, PowerPoint; and
5. Understanding of the Fijian Constitution and applicability to public sector financial policies and procedures.

### **Skills and Abilities**

1. Ability to influence others to achieve common goals and promotes ethical behavior exercising wisdom;
2. Excellent time management skills with the ability to manage multiple priorities;
3. Ability to work under minimal supervision and deliver on set objectives within given deadlines;
4. Ability to work effectively within Team Accounts/work group outside formal line of authority (e.g. peers, senior managers) to accomplish Unit goals and organizational objectives;
5. Ability to express ideas clearly and logically both written and oral to meet the needs of all clients;
6. Ability to manage work pressure and provide advice based on knowledge and good judgment;
7. Demonstrate analytical and problem solving skills with the ability to anticipate problems and proactively suggest solutions; and
8. Ability to embrace changes and demonstrate support for innovation and motivate Team Accounts to implement and successfully manage organisational change.

## **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 clearance report and medical certificate.

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.

Advisory on COVID-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from COVID-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.