



PARLIAMENT OF FIJI



JOB DESCRIPTION: FINANCE OFFICER

CORPORATE INFORMATION

1. **Position Level:** Band G
2. **Salary Range:** \$28,605.45 - \$38,140.60
3. **Duty Station:** Government Buildings, Suva
4. **Reporting Responsibilities:**
 - a. **Reports To:** Senior Finance Officer
 - b. **Liases with:** Members of Parliament, Management, Staff and External Stakeholders
 - c. **Subordinates:** Assistant Finance Officer(Salaries), Assistant Finance Officer (Payment), Procurement Officer & Stores Officer

POSITION PURPOSE

The position is responsible for prudent management of payment processes, reconciliation and issuing LPO's in a timely manner and in accordance to the Parliament's Financial Manual and other Governing Laws. The post holder should also ensure that Monthly FNPF CS is loaded in FNPF Portal and provide supervisory role to the subordinates.

KEY RESPONSIBILITIES

1. Efficient and timely processing of all payments including the Members of Parliament allowances.
2. Timely processing and Loading of monthly FNPF CS files in the FNPF Portal.
3. Timely processing of Purchase Orders.
4. Process accountable advance and ensure timely clearance.
5. Prepare fortnight salary reconciliation
6. Maintain excel data for Member of Parliament allowances paid and provide monthly update to Manager Finance

KEY PERFORMANCE INDICATORS

1. Ensure all accounting functions are carried out, are in compliance with the policy and procedures manual and applicable legislations
2. Timely completion of duties required of the position to meet the meet deadlines
3. Compliance to finance instructions, policies, circulars on areas required of the position
4. All other corporate requirements are delivered within agreed timeframes and standing instruction and standards

PERSON SPECIFICATION

Essential Qualification: An Undergraduate Degree in Accounting/Finance/Commerce, or a related field from a recognized institute with at least 5 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 five (5) years of experience in general accounting/financial duties.
2. Knowledge and understanding of the Financial Act, Parliamentary Remuneration Decree and other relevant legislations, as well as approved policies and procedures for the disbursement of funds.
3. A good working knowledge in Microsoft Office Suite and in particular Word, Excel, PowerPoint.
4. Understanding of the Fijian Constitution (2013) and applicable public sector policies and procedures;

Skills and Abilities

1. Ability to work under minimal supervision and deliver on set objectives;
2. Demonstrated ability to manage multiple priorities, demanding workload and tight deadlines;
3. Good numerical, analytical, problem-solving skills and attention to detail;
4. High level of interpersonal skills in dealing with the Members of Parliament, Unit Managers, colleagues and relevant external stakeholders;
5. Ability to manage work pressure and provide advice based on knowledge and good judgment;
6. Organizational abilities and the ability to be impartial, confidential and to make firm decisions;
7. Ability to supervise and motivate Unit staff to achieve the Corporate Services Divisions short, medium and long term goals;
8. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels and proven team leadership skills and abilities; and
9. Good written and verbal communication skills including public relations skills.

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 60, 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.