



PARLIAMENT OF FIJI

JOB DESCRIPTION — CORPORATE SERVICES DIVISION



JOB TITLE: ASSISTANT FINANCE OFFICER

CORPORATE INFORMATION

1. Position Level : Band F
2. Salary Range : \$22,528.74 - \$28,883.00
3. Duty Station : Government Building
4. Reporting Responsibilities;
 - a) **Reports To:** Senior Finance Officer
 - b) **Liaises with:** Parliament Staff, External Clients [Salary Unit MoF, Vendors, FRCA, Banks, FNPF]
 - c) **Subordinates:**

POSITION PURPOSE

This position is responsible for providing support in the day to day financial operations within the Parliament. To ensure timely and accurate processing of Salaries and wages, collection of revenue, payment of tax, proper management of imprest fund, signing of cheques, signing of vouchers and updating of PO payments [register].

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

- 1) Timely processing of salaries and wages in accordance to Salary/Wages calendar, archive payroll data and filing of salary/wages documents to individual salary/wages files.
- 2) Verify and process all salaries and wages deduction, monthly tax payment and journalize any salary/wages related charges in IDC.
- 3) Maintain proper management of imprest account.
- 4) Conduct cashiers duties by receipting, and lodgment of all cash and cheques received, journalize revenue and maintain proper recording of stock register.
- 5) Checking of payment vouchers, meal claims, and signing of cheque.
- 6) Reconcile Purchase Order and submit monthly liability/debt report to Manager Finance.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

- 1) Ensure accurate and timely payroll operations in compliance with pay calendar, relevant Acts and policies;
- 2) Prudent cash management in accordance with stipulated policies and legislations;
- 3) Timely provision of payroll information, and liability report and checking of payments within agreed timeframe;
- 4) All other corporate requirements are delivered within agreed timeframes and standing instruction and standards.

PERSON SPECIFICATION

In addition, to an Undergraduate Degree in Accounting or equivalent from a recognized institution (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

1. At least 2 years' experience in general accounting/financial duties;
2. Knowledge and understanding of relevant legislation, policies and regulations regarding salary, pay rates, benefits, taxation and superannuation matters;
3. Experience to undertake sound reconciliation of accounts, cash/revenue management and maintaining of imprest fund and payroll systems;

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 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.