



PARLIAMENT OF THE REPUBLIC OF FIJI



JOB TITLE: FINANCE OFFICER

CORPORATE INFORMATION

1. Position Level: Band G
2. Annual Salary: \$32,038.10 - \$40,429.04
3. Duty Station: Finance Unit – Corporate Services Division.
4. **Reporting Responsibilities:**
 - a. **Reports To:** Senior Finance Officer.
 - b. **Liaises with:**

Internal – Head of Divisions, Parliamentary Staff, Office of the Deputy Secretary-General to Parliament, Office of the Secretary-General to Parliament, Office of the Hon. Speaker of Parliament, Members of the Parliament and Political Parties Caucus Officials.

External – Ministry of Finance, relevant Government Departments/Ministries, Private Sectors, and Public.
 - c. **Subordinates:** Assistant Finance Officer – Salaries, Assistant Finance Officer – Payment.

POSITION PURPOSE

The position is responsible for providing financial support services to ensure timely and accurate EFT/Cheque payment of supplies, services, utilities and payroll deductions in accordance with financial rules and regulations. The position also assists the Manager Finance in data collection for financial reporting to Executive Management.

KEY RESPONSIBILITIES

1. Oversee the work of Assistant Finance Officers to ensure accurate vouchering, payment processing, and compliance with financial regulations and internal controls.
2. Administer and process allowances and benefits for Members of Parliament, ensuring timely disbursement and adherence to the Parliamentary Remuneration Decree.
3. Prepare and upload FPNP contribution files by converting Excel data to text format and submitting through the FPNP portal, ensuring accuracy and timely processing.
4. Maintain the Purchase Order (PO) register and ensure timely issuance of POs with proper authorization and documentation for procurement activities.
5. Process accountable advances and monitor the retirement of advances, ensuring compliance with financial procedures and timely reconciliation.
6. Prepare monthly salary reconciliation reports, identifying and resolving discrepancies, and ensuring alignment with payroll records and financial statements.
7. Provide monthly updates on Members of Parliament allowances and contribute to financial trend analysis and reporting for Executive Management decision-making.

KEY PERFORMANCE INDICATORS

1. Monthly allowances for Members of Parliament are disbursed on schedule, with complete and accurate records submitted for trend analysis by the 5th working day of each month.
2. All financial transactions and documentation meet the standards set by the Financial Act, Parliamentary Remuneration Decree, and internal policies, with zero audit findings or compliance breaches.
3. Salary reconciliation reports are completed and submitted monthly with no unresolved discrepancies beyond 3 working days, ensuring alignment with payroll and accounting records.
4. FNPF files are correctly formatted and uploaded to the portal on time each month, with confirmation of successful processing and no data errors.
5. All other corporate requirements are delivered within the agreed timeframes and standard instructions.

PERSON SPECIFICATION

Essential Qualification:

An Undergraduate Degree in Accounting/Economic/Commerce, or a related field from a recognized institute with at least 3-5 years of relevant work 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 experience in general accounting/financial duties.
2. Strong understanding of the Financial Act, Parliamentary Remuneration Decree, and related policies.
3. Experience in payroll processing and monthly salary reconciliation with minimal discrepancies.
4. Skilled in preparing and uploading FNPF files using the portal and ensuring compliance.
5. Ability to compile and analyze financial data for monthly reports and trend analysis.
6. Familiar with issuing purchase orders and managing accountable advances and retirements.

Skills and Abilities

1. Ability to analyze complex financial data, identify trends, and interpret variances to support strategic decision-making and ensure financial accuracy in reporting.
2. Demonstrates precision in reviewing financial documents, processing payments, and reconciling accounts, minimizing errors and ensuring compliance with financial regulations.
3. Capable of prioritizing multiple financial tasks, managing competing deadlines, and delivering outputs within tight timeframes without compromising quality.
4. Proven ability to lead and mentor subordinate staff, delegate tasks appropriately, and foster a collaborative work environment to meet divisional goals.
5. Excellent written and verbal communication skills for preparing financial reports, liaising with internal and external stakeholders, and explaining financial procedures clearly.
6. Skilled in using Microsoft Office Suite (especially Excel for financial modeling and reconciliation), and experienced with financial portals such as FNPF for contribution uploads.
7. Ability to assess financial issues, investigate discrepancies, and implement corrective actions while maintaining compliance with policies and procedures.

8. Maintains strict confidentiality in handling sensitive financial data and demonstrates impartiality and ethical judgment in financial decision-making and reporting.

PERSON CHARACTER AND POLITICAL NEUTRALITY

Parliament 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 Parliament and cannot be considered for employment.

All applicants for employment in Parliament must be under the age of 60, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate and police clearance prior to taking up duty.

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.