



## JOB TITLE: ASSISTANT FINANCE OFFICER - PAYMENTS

### CORPORATE INFORMATION

1. Position Level: Band F
2. Annual Salary: \$24,261.72 – \$30,615.98
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

Responsible for accurate and timely processing of accounts payable and maintaining comprehensive payment records in compliance with financial regulations. Supports the Finance Manager by providing reliable financial data for reporting and decision-making.

### KEY RESPONSIBILITIES

1. Ensure all supplier, service, and utility payments are processed accurately within agreed timelines.
2. Create and verify payment vouchers, ensuring completeness and compliance before online submission.
3. Update and monitor meal claim and utility bill registers for trend analysis and reporting.
4. Maintain a file/register for all LPO issued and available for invoicing and proper sequencing, stamping, and filing of paid vouchers for audit readiness.
5. Assist with receiving and depositing operational revenue when required.
6. Compliance & Team Contribution: Adhere to financial policies and contribute to team objectives.
7. Contribute to process improvements and team objectives to enhance efficiency and accuracy in financial operations.

### PERFORMANCE INDICATORS:

1. Timely process of all payments in accordance with standard rules and regulations within agreed timeframe.
2. All registers updated within 24 hours of transaction; paid vouchers filed and bound within two (2) business days of payment.
3. No adverse audit findings related to payment processing or documentation.
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/Finance, or a related field from a recognized institute with at least 2-3 years of relevant work experience, or a Diploma in Accounting or Finance with 3 – 5 years work experience, following knowledge, experience, skills and abilities are required to successfully undertake this role:

**KNOWLEDGE AND EXPERIENCE**

1. At least 2-3 years of experience in general accounting/financial duties.
2. Sound understanding of the Financial Management Act and related legislation.
3. Proven experience in accounts payable, payroll reconciliation, and general accounting functions.
4. Familiarity with financial policies, procedures, and internal controls.
5. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and computerized accounting systems.

**SKILLS AND ABILITIES**

1. Strong analytical and problem-solving skills with attention to detail.
2. Ability to manage multiple priorities and meet strict deadlines under pressure.
3. Excellent organizational and time management skills.
4. High level of integrity, impartiality, and confidentiality in handling financial information.
5. Effective written and verbal communication skills, including the ability to prepare clear reports.
6. Demonstrated ability to work independently and collaboratively within a team environment.

**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.