



MINISTRY OF FOREIGN AFFAIRS AND EXTERNAL TRADE

ROLE DESCRIPTION: ACCOUNTS OFFICER

PARTICULARS OF THE POSITION

Role:	Accounts Officer (Headquarters)
Band:	F Steps (1 to 4)
Salary range:	\$24,989.57 - \$31,534.46
Location:	Ministry HQ, Suva
Division:	Finance
Reports to:	Senior Accounts Officer - HQ
Subordinates:	AAO

POSITION PURPOSE

The incumbent reports to the Director Finance through the Senior Account Officer –HQ based at HQ and the Manager Finance and is required to assist in providing financial advice and updates on the financial positions of the operations of Fiji Missions Overseas.

KEY RESPONSIBILITY AREAS

The position will achieve its purpose through the following key duties. Working with relevant management and staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the Ministry:

1. Carry out timely and accurate reconciliations of Ministry accounts, including Drawings Account HQ, RBC, SLG 86, SLG 84, and Accountable Advances.
2. Verify calculations, process, and pass payment vouchers, including releasing approved HQ payment vouchers through the online system.
3. Facilitate and support required payroll processes in compliance with government financial policies and timelines.
4. Assist in reviewing internal accounting systems and processes with a view to improving efficiency, accuracy, and internal controls.
5. Assist in coordinating and preparing responses to Internal Audit and Office of the Auditor-General (OAG) reports, including provision of supporting documentation.
6. Provide assistance in the compilation and review of the Ministry's Financial Manual, including the Missions Financial Manual, and support the development of Standard Operating Procedures (SOPs).
7. Assist in responding to financial queries and audit matters relating to Fiji Overseas Missions, including support in the preparation of Overseas Missions budgets.
8. Actively contribute to corporate requirements of the Ministry, including planning, budgeting,

and selection or committee activities as required.

KEY PERFORMANCE INDICATORS

1. All authorised payments for Missions are processed and compliant with financial instructions and the Ministry's Finance Manual.
2. Timely provision of Mission's financial position.
3. Effective and timely management of performance, resources and compliance with operational requirements to enable successful delivery of quality and timely outputs identified in individual work plans and operational plans.

PERSON SPECIFICATION

The incumbent must have Diploma in Business Accounting, Economics, Banking, Finance related field or any other relevant field with at least 2-3 years' experience in similar role. In addition to the above, the following Knowledge, Experience, Skills, and Abilities are required to successfully undertake the duties of this role:

Knowledge and Experience

1. Good knowledge of financial rules and regulations with practical knowledge of Public Service Diplomatic and Consular Service Regulation; FMI System and Agency Financial Manual
2. Some knowledge in compiling audit report/responses.
3. Good understanding of budgeting processes, including activity-based costing.
4. Some understanding of International Public Sector Accounting Standards (IPSAS).
5. Good understanding of Overseas Missions' operation.
6. Basic understanding of Fiji's Foreign Policy and the Ministry roles & responsibilities.
7. Understanding of the 2013 Fijian Constitution; and applicable laws of Fiji
8. Good understanding in effective reporting systems.

Skills and Abilities

1. Proven ability to provide practical solutions and advise to management in line with relevant financial regulations.
2. Proven good financial analytical skills and proficiency.
3. Proven good proficiency in relevant computer software.
4. Demonstrated ability of effective time management skills.
5. Demonstrated ability to manage demanding workload and meeting tight deadlines.
6. Ability to effectively work within a team with people from diverse backgrounds.
7. Ability to supervise and train staff.
8. Good written and verbal communication skills including public relations skills.

Personal Character

All applicants for employment in the Ministry of Foreign Affairs and External Trade must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age 60 years, in sound health, with a clear police record. The selected applicants will be required to provide a medical and police clearance, prior to taking up duty as a condition of employment.