



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DIVISIONAL ENGINEER (WORKS) CENTRAL/EASTERN

JOB ROLE: Clerical Officer (Ledger Keeper)

CORPORATE INFORMATION

1. **Position Level:** Salary Band C
2. **Salary Range:** \$12,081.69 to \$15,489.35
3. **Duty Station:** Divisional Engineer Works Central/Eastern
4. **Reporting Responsibilities:**
 - a) **Reports To:** Assistant Accounts Officer Ledgers
 - b) **Liases with:** All Staff of DEWCE.
 - c) **Subordinates:** Nil

POSITION PURPOSE

The positions supports the functions of the Divisional Engineer Works Central/Eastern through ensuring that proper cost control accounting is exercised by maintaining all cost ledgers and updating all related records.

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following key duties:

1. Ensure that funds allocated are properly authorized and accounted for in the commitment and expenditure ledger.
2. Maintain the ledger daily & ensure all commitments are recorded.
3. Maintain allocation advice register
4. Ensure all commitments are correctly posted to the respective cost centers.
5. Prepare Weekly advice of cost of all current cost centers to monitor expenditures
6. Conduct monthly reconciliation of section ledgers with general ledgers
7. Other tasks and duties assigned by supervisor.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All jobs costing are updated daily.
2. All reports are reconciled accurately.
3. All reports are submitted on time to the Supervisor

PERSON SPECIFICATION

In addition to Year 13 pass or Fiji Seventh Form Examination (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

Knowledge and Experience

1. At least some experience in general Clerical duties in the public sector or corporate environment;
2. Working knowledge of computerized accounting systems;
3. Knowledge of accounting process and procedures.

Skills and Abilities

1. Should have excellent interpersonal skills
2. Should possess team building skills
3. Must have analytical and problem solving skills
4. Should pay attention to detail and high level of accuracy
5. Should possess computer skills.
6. Organizational skills
7. Ability to manage time

Personal Character and Eligibility

Applicants for employment in the Ministry of Infrastructure and Meteorological Services must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Infrastructure and Meteorological Services is an Equal Employment Opportunity Employer. Applicants 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.

