



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DEPARTMENT OF CORPORATE SERVICES

JOB DESCRIPTION: Principal Accounts Officer

CORPORATE INFORMATION

1. **Position Level:** Salary Band I
2. **Salary Range:** \$43,296.63 - \$55,508.50
3. **Duty Station:** Nasilivata House, Samabula
4. **Reporting Responsibilities:**
 - a) **Reports To:** Deputy Secretary Operations, Permanent Secretary for Infrastructure and Transport
 - b) **Liaises with:** All Deputy Secretaries, Directors and Divisional Engineers, Human Resource Officers, Corporate Services Divisions and Accounts Divisions.
 - c) **Subordinates:** Senior Accounts Officers, Accounts Officers, Assistant Accounts Officer and All officers at the Corporate Services Divisions.

POSITION PURPOSE

The primary purpose of the position is to manage and provide financial and accounting support services to executive management and departmental heads of the ministry. It also manages finance/accounts section of the ministry and ensures that adequate internal controls are maintained and government assets are safeguard through compliance to Finance Act, Finance Manual, Procurement Regulations, General Orders, Government Wage Earners Terms and Conditions and all other circulars and directives issued.

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRAs)

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

1. Management, administration, training and capacity building of finance/accounts staff and management of assets/stores.
2. Supervision, coordination and compilation of Ministry and corporate statutory authority annual budgets and disbursement of quarterly grants.
3. Management, monitoring and controlling budget and expenditure against annual work programs and cash flows.
4. Ensuring timely revenue collection and record maintenance.
5. Maintaining adequate level of internal controls through monthly, quarterly and annual reports to management and the Ministry of Economy.
6. Coordination, compilation and submission of management comments to audit recommendations to Ministry of Economy and office of the Auditor General.
7. Coordinate and facilitate requests/approvals for Ministry and cooperate statutory authorities.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Accountability and compliance with standard Financial Management practices by monitoring and supervising the accounting cadre.
2. Effective participation in the provision of strategic and financial planning and information.
3. Provision of Policies, Guidelines, and Directives required at strategic level to the Ministry in terms of Financial Operations
4. Provide controllership functions in order to ensure that Finance Operations are managed according to legislations, policies and procedures.
5. Efficient management and coordination of financial functions across the Ministry and timely submissions of all reports required.

PERSON SPECIFICATION

In addition to a Post Graduate Certificate qualification in Accounting, Finance, Commerce or a related field from an accredited University and (or equivalent), the following experience, knowledge, skills and abilities are sought:

KNOWLEDGE AND EXPERIENCE

1. Must have experience at Management Level in the Public or Private Sector;
2. Good knowledge and understanding of financial processes;
3. Extensive experience in budget and strategic formulations, staff management and functions relevant to Accounting services;
4. Strength in analysing, researching, organising and problem solving;
5. Equally effective working independently and in cooperation with others;
6. Reputation for excellence and high quality service to clients;
7. Extensive knowledge of current principles, methods and practices relating to Financial Services;
8. Knowledge of governmental budgeting and financial principles and practices; knowledge Laws and Regulations and standards;

SKILLS AND ABILITIES

1. Effective decision making skills and attentions to detail and high level of accuracy.
2. Demonstrate ability to build and sustains relationships with a network of key people internally and externally.
3. Excellent leadership skills and interpersonal skills.
4. Effective written communication skills.
5. Effective verbal, listening and communication skills

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