



JOB DESCRIPTION

MTCMSMEC 97/2024: CLERICAL OFFICER(WAGES), FINANCE UNIT

CORPORATE INFORMATION

1. Position Level: Band C
2. Salary Range: \$14,006.72 - \$17,412.20 (Step 1- Step 4)
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) Reports to the Head of Finance through Senior Accounts Officer
 - b) Liaises with Ministry Staff, Government Agencies, private sector and public
 - c) Subordinates: N/A

POSITION PURPOSE

The purpose of this position is to assist Accounts Officer and Assistant Accounts Officer to ensure that the employees are paid accurately and on time whilst complying with financial rules and regulations.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

- 1) Maintain registers and records for Tele center Volunteers and accurately process volunteer allowance as and when basis.
- 2) Maintain National Employment Center [NEC] volunteer attaché file and records and process attaché allowance on a weekly basis
- 3) Distribute employee wages pay slips on time and accurately.
- 4) Create, update and maintain officer's payroll files to include payroll information and data
- 5) File relevant reports and documents as needed.
- 6) Assist in payroll verification for Fiji National University levy.
- 7) Record the payroll commitment and expenditure ledger on a weekly basis for Unestablished payroll and fortnightly basis for Established payroll.
- 8) Actively contribute to all Corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

- 1) Ensure submission of wages inputs within agreed timelines.
- 2) Ensure processing of manual pay within agreed timelines.
- 3) Proper and up to date filing of wages payroll and wages files.
- 4) Avoid negative balances in wages allocation.

PERSON SPECIFICATION

In addition to a good pass in Year 13 / Form 7 and at least 1 year experience in a similar role, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience:

- 1) Knowledge of payroll management.
- 2) Knowledge of financial systems, processes and procedures.
- 3) Demonstrate knowledge and proficiency in analysing data and providing reports.
- 4) Understanding of the application of legislation, policies and procedures.
- 5) Comprehensive knowledge and understanding of strategic payroll principles.

Skills and Abilities:

- 1) Capability to work under pressure with strong clerical, administrative and general office skills.
- 2) Accurate and meticulous in data entry and exceptional calculation and memory skills.
- 3) Good organizational and time-management skills.
- 4) Capacity to utilize computer programs to support the operations of a complex organization.
- 5) Demonstrated ability to achieve results personally and through effective teamwork.
- 6) Ability to follow guidelines and appropriately apply processes.
- 7) Sound communication, interpersonal and representational skills.
- 8) Service oriented approach, with a commitment to supporting the operational and corporate environment of the Ministry.

PERSONAL CHARACTER

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