



JOB DESCRIPTION

MTCSMEC 95/2024: ACCOUNTS OFFICER (PROCUREMENT & ASSETS) – FINANCE UNIT

CORPORATE INFORMATION

1. Position Level: Band F
2. Salary Range: \$24,261.72 - \$30,615.98 (Step 1 – 4)
3. Duty Station: Level 2 Civic Tower, Suva
4. Reporting Responsibilities:
 - a) Reports to: Senior Accounts Officer
 - b) Liaises with: Ministry Staff, Ministry of Finance, Other Government Ministries and Departments, Statutory Bodies, and Banks
 - c) Subordinates: Assistant Accounts Officers (2)

POSITION PURPOSE

The Accounts Officer will assist the Senior Accounts Officer in managing the daily operation and procurement matters of the Ministry. This position is responsible for verifying all the procurement request and accurately executing the procurement of goods and services and recognising and recording the assets into the registers. Assisting Senior Accounts Officer to carry out Annual Board of Survey for the Ministry.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Procurement of goods and services and raising of purchase orders and payments are carried out and processed in an accurate and timely manner in accordance with procurement regulation and other finance legislations.
2. Maintain purchase order register (Soft/Hard) and commitment ledger and ensure ageing purchase orders are cleared within the specified timeline.
3. Verify and facilitate data entry for purchase request into the system for approvals and execution of purchase orders in accordance with procurement regulation and other finance legislations.
4. Request and obtain Purchase Order Advance payment and Excess approvals for goods and services in accordance with Advance Payment Policy and other finance legislations.
5. Assist the Senior Accounts Officer Procurement and Assets in tender process and expression of interest for quotations and the selection of appropriate suppliers and contractors to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing.
6. Assist the Senior Accounts Officer in ensuring asset records are updated and maintained and coordinate in the Annual Board of Survey.
7. Obtain relevant documents for vendor creation and maintain and update vendor files for the Ministry.

8. Coordinate inspection and evaluation of the Ministry's asset and projects whenever required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Raising of purchase orders within 3 days of receiving approved request.
2. Accurate recording and updating of purchase order registers.
3. Purchase Orders Payments to be cleared within 30 days from the date of issuance
4. Obtain necessary approval with accuracy and efficiency of transactional processing and reporting.

PERSON SPECIFICATION

Undergraduate Degree in Accounting/Finance/Commerce with 3 years' experience in similar field with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. Experience in managing procurement and asset recording.
2. Demonstrate knowledge and proficiency in predictive analytics and accounting software.
3. Appointee should have collaborative communication and resource management skills.
4. Sound knowledge of financial procedures.
5. Knowledge of the applicable legislation or policies and procedures.

Skills and Abilities

1. Ability to work on multiple tasks simultaneously to ensure timely completion of activities.
2. Ability to communicate and interact with officials at all levels of government and external stakeholders
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment.
4. Strong interpersonal and communication skills and the ability to work effectively with all staff.
5. Good judgment, initiative, high sense of responsibility, tact, and discretion, with sensitivity to different cultures.
6. Ability to prioritise to meet strict deadlines.

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 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.