



## JOB DESCRIPTION

### **MTCMSMEC 101/2024: SENIOR ACCOUNTS OFFICER (SALARIES AND WAGES) - FINANCE UNIT**

#### **CORPORATE INFORMATION**

1. Position Level: Band H
2. Salary Range: \$37,434.18 - \$47,684.02 (Step 1- Step 4)
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) Reports to the Head of Finance
  - b) Liaises with Ministry Staff, Government Agencies, private sector and public
  - c) Subordinates: Accounts Officer, Assistant Accounts Officer, Clerical Officer

#### **POSITION PURPOSE**

The primary purpose of this position is to oversee and ensure the accurate processing of payroll according to SEG 1 and SEG 2 votes, develop and review payroll policies and regularly assess payroll processes internal control mechanism, provide payroll report to management and ensure compliance with government regulations.

#### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

1. Oversee the processing function for unestablished and established payroll and daily verify and coordinate the timely and accurate processing of all payroll transactions in an efficient manner and monitor practices to be in accordance with relevant laws and regulations.
2. Verify the processing of monthly FNPF contribution payment for Established, Unestablished and Tele center volunteers
3. Develop and review payroll policies that will strengthen payroll processes. Effectively and efficiently assess payroll risk and identify ways to strengthen internal control mechanism and procedures and provide report on best practices.
4. Coordinate in maintaining the integrity of the payroll record management system and associated processes through accurate and complete payroll processes, data entry, record keeping and document management.
5. Resolving payroll discrepancies and short payments and daily check payroll budgetary balances to ensure payroll commitments do not exceed budget allocated.
6. Developing monthly, quarterly and year-end financial and operational reporting as required
7. Verify Established and Unestablished edit reports, prepare journal vouchers for payroll adjustments, prepare request for manual payments and maintain Established and un-established payroll register.

8. Provide response to payroll queries and perform action on other duties assigned.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Ensure payroll internal control policies and procedures are effectively assessed, weaknesses identified, implementation of adequate internal control mechanisms and existing mechanisms strengthened, which in due course mitigates all control related risks and ensure compliance to payroll internal controls.
2. Ensure all FNPF payment processes are efficiently and effectively carried out in a prudent and accurate manner, and in compliance with financial regulations an FNPF Act.
3. Ensure no over expenditure in SEG 1 and SEG 2; salaries and wages are processed upon availability of funds.
4. Accurate checking and verification of Established and Unestablished payroll inputs and ensure accuracy in salary and wages paid to staff in line with the Budget provided.

## **PERSON SPECIFICATION**

Post Graduate Certificate in Accounting/Finance/Commerce from an accredited University or in a similar field with 3 years' experience or an undergraduate Degree in Accounting/Finance/Commerce or similar field with 5 years' experience.

In addition to the qualification, the Knowledge, Experience, Skills and Abilities required to successfully undertake the role are:

### **Knowledge and Experience**

1. Demonstrated experience in managing a team.
2. Knowledge on payroll management.
3. Knowledge of financial systems, processes and procedures.
4. Demonstrated knowledge and proficiency in analysing data and providing reports
5. Understanding of the application of legislation, policies and procedures.
6. A comprehensive knowledge and understanding of strategic payroll principles

### **Skills and Abilities**

1. Demonstrated ability to manage and motivate subordinate staff.
2. Capability to work under pressure.
3. Capacity to utilize computer programs to support the operations of a complex organization.
4. Demonstrated ability to work as a team and to follow instructions to meet tight deadlines.
5. Excellent oral and written communication skills.

### **Personal Character**

Applicants for employment in the Ministry of Trade, Cooperative, Micro, Small, Medium, Enterprises and Communication 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 Fijian Citizens, under age 60, 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 the duty.