



MINISTRY OF MULTI-ETHNIC AFFAIRS & SUGAR INDUSTRY

JOB DESCRIPTION: **Assistant Finance Officer**

CORPORATE INFORMATION

1. Position Level Salary: Band E
2. Salary Range: \$20,506.50 - \$25,877.25 per annum
3. Duty Station: HQ - Suva
4. Reporting Responsibilities
 - a) **Reports to:** Accounts Officer
 - b) **Liaises with:** Ministry staff and Stakeholders.
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position is responsible to the Manager Finance via the Accounts Officer for the provision of financial support services for the Ministry of Multi-Ethnic Affairs.

KEY RESPONSIBILITIES

1. Ensure timely processing of all purchase orders in accordance to the financial practices.
2. Facilitate submission of weekly outstanding purchase order report.
3. Ensure expenditure is charged to the correct allocations.
4. Perform the duties of Cashier, receipting of revenues, daily lodgment of revenue received and maintain Official Receipt books registers and request to Finance when required.
5. Maintaining the office safe and updating the safe registers and the cashbook (payments).
6. Customer service – attending to suppliers, employees and other stakeholders regarding procurement and revenue.
7. Update the imprest daily, maintain and facilitating petty cash and replenishment.
8. Filing of purchase orders and all revenue related documents

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely submission of revenue reports on a monthly basis
2. Proper book keeping and up to date registers and filing
3. Professional and timely customer service to ensure the issues are resolved in a timely manner.
4. Timely accounting and financial duties performed

PERSON SPECIFICATION

In addition to a Diploma in Accounting/ Finance or equivalent work experience, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

1. Must have a good understanding of government accounting
2. Practical working experience on general administration and/or asset management work in a government institution or similar environment

Skills and Abilities

1. Good communication skills (verbal/written)
2. Good planning and organizing skills
3. Good computer skills on basic computer programs (word, excel & power-point)
4. Good inter-personal relationship skills
5. Ability to lead a team and work as a team
6. Ability to work in a demanding environment and handle work pressure
7. Ability to manage time well, be a Self-starter and Service-oriented
8. Ability to write effective reports on submissions
9. Proven abilities and desire to develop professionally.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment must be Fijian Citizens, under Age 60, 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 is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.