



MINISTRY OF JUSTICE

JOB DESCRIPTION: ASSISTANT ACCOUNTS OFFICER [ACCOUNTS SECTION]

CORPORATE INFORMATION

1. **Position Level** : Band E
 2. **Salary Range** : \$19,041.75-\$24,412.50
 3. **Duty Station** : Suva
 4. **Reporting Responsibilities:**
 - a) **Reports To** : reports to Principal Accounts Officer through Senior Accounts Officer and Accounts Officer
 - b) **Liases with** : Official Receiver's office, Ministry Staffs and internal and external Stakeholders
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POSITION PURPOSE

The primary purpose of this position is to ensure that all financial matters in relation to the Official Receiver's Office are dealt with accordingly and in timely manner.

KEY RESPONSIBILITIES

1. Ensure all financial matters of the Official Receiver's Office is in compliance with the Financial Management Act, Financial Instructions 2010 and Finance Manual in order to provide maximum support for operations and effective revenue and expenditure control of the Official Receiver's trust funds;
2. Ensure monthly bank and cash book reconciliations for liquidation and Bankruptcy trust funds are done in a timely manner.
3. Responsible to prepare and post revenue and payments on FMIS
4. Follow up and monitor creditor pay-out and debtor payments
5. Updating debtors statement
6. Ensure monthly reports are provided in a timely manner
7. Ensure proper maintenance of the cash book and receipt book for Official Receiver's Office; and
8. Actively contribute to all corporate requirements of the ministry, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS [KPIs]

1. Ensure all payments and revenue management are in accordance with the Financial Management Act and Financial Instructions 2010.
2. Ensure all bank and cash book reconciliations are done in a timely manner

3. Ensure FMIS posting are done accurately in a timely manner, all revenue and payments are reflected in GL.
4. Ensure all revenue pay-ins and payment vouchers are filled and kept properly.

PERSON SPECIFICATION [KESAs]

In addition to undergraduate degree (or equivalent experience) in Accounting, Finance or Commerce from a recognised institutions, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years' experience in the similar role;
2. Practical working knowledge of all aspects and functions of accounts; and
3. Understanding of the Fijian Constitution (2013) and applicable labour laws of Fiji.

SKILLS AND ABILITIES

1. Demonstrated ability to work under pressure;
2. Demonstrated organisational skills and ability to meet timelines;
3. Must be customer oriented with excellent communication skills;
4. Demonstrated ability to work independently with minimal supervision;
5. Demonstrated ability to follow directions and maintain high standards of professionalism;
6. Capacity to utilize computer programs to support the operations of the Ministry;
7. Service oriented approach, with a commitment to supporting the operational environment of the Ministry; and
8. Have a high level of ethics and integrity and able to maintain confidentiality and take responsibility for actions

Personal Character and Eligibility

All applicants for employment in the Ministry of Justice 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 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 duty.

The Ministry of Justice is an Equal Employment Opportunity Employer. Applications 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 of applicants.