**OFFICE OF THE PRIME MINISTER**

**JOB DESCRIPTION: FINANCE OFFICER (SMALL GRANT SCHEME/PENSION)**

**CORPORATE INFORMATION**

1. Position Band: F
2. Salary Range: $22,528.74 to $28,883.00 per annum

\**Additional performance payments may be available for our highest performers, in accordance with the public Service Commission guidelines.*

1. Duty Station: Suva
2. Reporting Responsibilities:
3. **Reports To**: Senior Finance Officer
4. **Liaises with**: Internal and External Stakeholders
5. **Subordinates**: Clerical Officer

**POSITION PURPOSE**

The purpose of the position is to provide timely payments for Small Grant Projects, trust fund accounts and operating grants while also maintaining records and performing reconciliations of accounts. The position will also ensure that Pension payments, Ex-PM’s & Presidents benefits and Trust payment are processed on a timely basis in accordance with the legislative Act and other governing laws and also to supervise subordinates.

**KEY DUTIES**

The position will achieve its purpose through the following key duties;

* + - 1. Timely processing of payments - for Subvention Funds and Small Grant Project (Capital), in accordance with legislative requirements; (Prepare Payment Voucher, Verifying acquittals against MoA, Verifying Invoices & delivery docket, Processing in FMIS);
      2. Conducting of reconciliation such as:

1. Operating Trust Fund Account
2. Standard Liability Group (SLG 84)
   * + 1. Facilitate Payment for the following Trust Accounts:
3. Chinese
4. Taiwan
5. Retention
6. Mahogany
7. Maintain register of details of all transactions occurring within trust fund accounts;
8. Submit monthly EPT files to the Fiji Revenue & Customs Services (FRCS) for withholding tax payments;
9. Facilitate fortnightly pension payment for former Parliamentarians, Presidents, Prime Ministers & Governor General in line with Pension Act;
10. Ensure proper record keeping of detail Small Grant Scheme projects & filing of former Parliamentarians file;
11. Facilitate monthly reimbursement of allowances for approved Benefits to Former Presidents; and Prime Ministers in line with Former Presidents and Prime Ministers Pension Act;
12. Assist in the Annual Budget formulation;
13. Facilitate calculation of Pensions for new member, widow and widower submit to Secretary to Cabinet for Hon. PM’s clearance; and
14. Contribute towards the timely development and review of the Division’s plans, policies and procedures, strategies, standard operating procedures, budgeting, planning and identification of best practices that are appropriate.

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All authorised payments are processed within agreed timeframes, and compliant with financial management instructions, policy and procedures:
   1. Timely payments of vendors and suppliers in accordance with financial procedures;
   2. Monthly submission of EPT files to FRCS for withholding tax;
   3. Timely processing of fortnightly pension;
2. All Accounting functions carried out in compliance with the policy and procedures outlined in Finance manual and applicable legislation.
3. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

**PERSON SPECIFICATION**

In addition to a Bachelor’s Degree (or equivalent work experience) in Accounting, Finance or Commerce or similar, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role:

### Knowledge and Experience

1. Three (3) years of work experience in related field;
2. Knowledge of accounts payable processes;
3. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji;
4. Knowledge of accounting principles and practices, data analysis and reporting of financial data.

### Skills and Abilities

1. Ability to work on multiple tasks simultaneously to ensure timely completion of activities;
2. Ability to interpret, plan, produce reports and time management skills;
3. Demonstrated ability to maintain confidentiality and neutrality, in sensitive environment;
4. Strong interpersonal and communication skills;
5. Strong presentation skills and ability to relate or relay information to members of the public;
6. Ability to prioritise in order to meet strict deadlines and work under pressure;
7. Capacity to utilize Microsoft Office programs;
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the Ministry.

**Personal Character and Political Neutrality**

Applicants for employment in the Office of the Prime Minister must be Fijian Citizens, under Age 55, 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 Office of the Prime Minister 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.