



## **JOB DESCRIPTION**

<b>Job Title</b>	Accounts Officer	
<b>Department</b>	Finance	
<b>Location of Position</b>	Suva	
<b>Reporting to</b>	Financial Controller	
<b>Functional Relationships</b>	<u>Internal</u> All FRA Staff	<u>External</u> Contractor, Consultants, Suppliers, Auditors.

## **PURPOSE OF JOB**

Support the Finance operations of Fiji Roads Authority (FRA) in assisting the Financial Accountant and Management Accountants in completing their roles.

## **KEY DUTIES AND RESPONSIBILITIES**

- Process and data entry for all invoices;
- Familiar with foreign currency and in-house wire system;
- Familiar with FRCS TPOS;
- Verifying expense and requests for advances;
- Review and process consultant's payments and update progress report;
- Assist with month and year end preparation and process;
- Banking as required;
- Process weekly payments;
- Assist with Administration and staff travel payments on ad hoc basis;
- Assist in VAT and Provisional Tax Preparation;
- Maintains files (both physical & Electronic) and documentation thoroughly and accurately;
- Any other duties that may be deemed appropriate to this role;
- Such additional functions and duties as the FC may from time to time require.

## **COMMON ACCOUNTABILITIES**

### **Compliance**

Ensure that all actions of FRA and its Contractors and other agents are at all times within the law;

Ensure that all actions are within such powers as may have been delegated by FRA; Compliance at all times with the Authority's Operations Manual, Staff Manual, and all such other policy decisions that the appointed Authority or the CEO may make;

Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

## **Emergency Management**

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to, a Business Continuity Plan and an Operations Recovery Plan.

## **General Management**

In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option;

In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimised way possible – in a manner that will ensure preservation of their long term service capacity and integrity;

- Protection of FRA's intellectual property rights;
- Protection of FRA's reputation;
- Good public relations.

## **Organisational Performance**

Promptly furnish complete and accurate financial and non-financial performance results (against such of the performance targets listed in the Asset Management Plan, Corporate Plan and SOI as they relate to the Officer's particular area of responsibility) whenever required – but especially for updates of the Operations Manual, Asset Management Policy, Asset Management Strategy, Asset Management Plan, Corporate Plan, and SOI and for the regular progress reports throughout the year, and the Annual Report.

Note: A named position will be allocated responsibility for each performance target.

## **Personal Performance**

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities each year– following submission of the Annual Report to the Minister:

The Accounts Officer will be appraised by the Financial Management / Expenditure Accountant which will be reviewed by the Financial Controller.

## **POSITION SPECIFICATIONS**

- Diploma in Accounting. Degree in Accounting & Finance is desirable;
- At least 2 years' relevant work experience;
- Understanding of accounting processes and procedures;
- Proficiency in the use of Excel and Word;

- Good communication and listening skills;
- Good organizational skills used in planning own work;
- Calm and professional disposition;
- Self-motivated and enthusiastic;
- Ability to work under pressure and meet targets and deadlines;
- Able to work in a busy office environment that often demands high levels of concentration;
- Value for money, compliance enforcement and prompt and transparent financial reporting clearly understood to be the main business deliverables;
- Able to respond effectively to changing priorities;
- Able to manage high volume workload;
- Able to work effectively with minimal management guidance/supervision;
- Willingness to accept responsibility;
- Good analytical ability;
- Good problem solving ability;
- Result oriented and able to complete work accurately and according to stringent timelines;
- Understanding teams and how to work effectively in a team environment;
- A professional attitude, awareness of the confidentiality requirements of the FRA and ability to maintain confidentiality;
- Knowledge of MS Dynamics Navision and ANZ Transactive would be added advantage;
- Valid Group 2 Driving License would be added advantage.

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This job description has been approved by:

Name	
Designation	
Signature	
Date	