

## POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>Accountant</b>	<b>AREA:</b>	Finance & Corporate Services
<b>REPORTS TO:</b>	Finance & Corporate Services Manager	<b>LAST REVIEWED:</b>	September 2020
<b>EMPLOYMENT TERM:</b>	3 years	<b>SALARY BAND:</b>	Commencing FJD\$40,665 neg

### PURPOSE:

The purpose of this role is to assist the Finance & Corporate Services Manager in effective financial management and budgeting services, maintenance of sound internal control and effective management of daily finance operations. This role provides key financial management, budgeting and internal control services.

### KEY RELATIONSHIPS:

External	Internal
<ul style="list-style-type: none"> <li>• Member administrations</li> <li>• Vendors</li> <li>• External Auditors</li> <li>• Bank</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Secretariat</li> <li>• Finance &amp; Corporate Services Manager</li> <li>• Operations Manager</li> <li>• Other internal staff</li> </ul>

### KEY ACCOUNTABILITIES:

Responsibility	Expected Outcomes
<ul style="list-style-type: none"> <li>• <b>Financial Management</b></li> <li>• <b>Operational and Project Budget Forecasts</b></li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of payment vouchers and requisitions with high level of accuracy, ensuring compliance with Fiji Taxation Laws (Value Added Tax, Withholding Tax, Reverse VAT Charge, Provisional Tax, PAYE tax and Fiji National Provident Fund)</li> <li>• Data entry into OCO financial system is processed on a timely basis</li> <li>• Monthly financial results are reviewed for accuracy</li> <li>• Operational and Project forecasts are developed and administered for all OCO programmes</li> <li>• Assist in preparation and presentation of OCO Annual Budgets and Work Programme</li> <li>• Assist in preparation of budget forecasts and outcomes</li> <li>• Cash flow and funding requirements are</li> </ul>

	<p>monitored</p> <ul style="list-style-type: none"> <li>• Adequate working capital is available to meet expected financial commitments</li> <li>• All project and annual audits are completed on time with adjustments reflected in the ledgers</li> </ul>
<b>Financial Reporting</b>	<ul style="list-style-type: none"> <li>• Address all financial reporting requirements of OCO and projects implemented by OCO</li> <li>• Ensure data captured in OCO financial system enables complex, multi-faceted financial reporting to meet OCO reporting requirements</li> </ul>
<b>Internal Controls</b>	<ul style="list-style-type: none"> <li>• Policies and procedures are accessible</li> <li>• All purchases, payments, travel and invoices adhere with applicable policies</li> <li>• Fully documented audit trail for all financial transactions</li> </ul>
<b>Asset Management</b>	<ul style="list-style-type: none"> <li>• Keep detailed records regarding OCO assets including ownership/lease details for accounting purposes</li> <li>• Dispose of redundant assets using economical and environmentally-friendly methods</li> </ul>
<b>Contracts and Tenders</b>	<ul style="list-style-type: none"> <li>• Contracts and tender documents are prepared for supplies of goods and services</li> <li>• Assistance is given to the Finance &amp; Corporate Services Manager in the area of vendor management including negotiation</li> </ul>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• Payroll is prepared on a timely basis for all OCO staff including any additional project staff</li> </ul>
<b>Assisting the Operations team with project accounting matters</b>	<ul style="list-style-type: none"> <li>• Timely financial information is provided to the Operations team for all project accounting enquiries including assistance with project budgets, financial reporting and project tenders</li> </ul>
<b>Assisting the Finance &amp; Corporate Services Manager</b>	<ul style="list-style-type: none"> <li>• Assist the Finance &amp; Corporate Services Manager as required with all financial matters</li> <li>• Assist in development and maintenance of all Finance related policy and procedures of the organisation</li> <li>• Undertake all other duties that may be assigned by the Finance &amp; Corporate Services Manager and/or the Head of Secretariat</li> </ul>

**ORGANISATIONAL CONTEXT:**

Head of Secretariat	Tier 1
Finance & Corporate Services Manager	Tier 2
This role	Tier 3

**KEY RESULTS AREA:**

The role of the Accountant encompasses the following major functions or key results areas:

- Financial Management/Operational and Project Funded Forecasts
- Financial Reporting
- Internal Controls
- Asset Management
- Contracts and Tenders
- Payroll
- Assisting the Operations team with project accounting matters
- Assisting the Finance & Corporate Services Manager

This is a position of trust and it is likely you will become aware of sensitive, confidential and private information that must not be disclosed to others – either internally or externally. If material or information is discovered which is inappropriate and contravenes the OCO policies then this should be escalated to your manager immediately.

**ROLE COMPLEXITY:**

- Various project sponsors demand different degrees of financial reporting and this requires flexibility and extreme focus on detail
- The role of the Finance & Corporate Services Manager is broad and demanding – there may often be a strong reliance on the Accountant to get budgets, financial reports and tender documents prepared as close to final stage as possible

**AUTHORITIES:**

Delegations/Contractual -	Initial investigation only – the level of authority to enter into contracts or negotiations on behalf of the organisation
Staff -	N/a
Financial -	N/a

**PERSON SPECIFICATION:**

Mandatory	Desirable
<b>Formal Qualifications</b>	
<ul style="list-style-type: none"> <li>• A tertiary qualification in Accounting or a related discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a professional accounting body</li> </ul>
<b>Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>• A minimum of 5 years experience as an accounting professional</li> <li>• Demonstrated high level of proficiency with financial software</li> <li>• Demonstrated experience with complex, multi-faceted financial reporting</li> <li>• Knowledge of best-practice financial systems and processes</li> <li>• Experience in maintaining a sound internal control environment</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive experience in managing computerised financial systems</li> <li>• Experience in implementing and maintaining financial policies and procedures</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Exhibit excellent communication skills, both written and verbal in English</li> <li>• Advanced computer literacy in Excel or related computer spreadsheets</li> <li>• Self-management skills (organisation and time management)</li> <li>• Ability to work well within a team</li> <li>• Excellent interpersonal skills</li> <li>• Good consultancy skills to act as the financial consultant for projects</li> <li>• Strong analytical ability including critical 'outside of box' thinking</li> <li>• Policy competency</li> <li>• Skills in establishing and maintaining relationships and partnerships with a wide range of internal and external stakeholders with the view to building strong relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Work programme planning, budgeting and implementation</li> </ul>
<b>Attributes</b>	
<ul style="list-style-type: none"> <li>• Positive attitude with a 'can do' enthusiasm</li> <li>• Trustworthy with strong moral ethics</li> <li>• Confidence to speak up and be heard</li> <li>• Common sense, practical and result-focused approach and achievement orientation</li> <li>• Customer Service commitment</li> <li>• Confident and able to handle conflict situations and negotiations at various levels</li> <li>• Willing to go beyond job description boundaries when asked to assist with</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work laterally and identify innovative solutions</li> <li>• Strategic, future-facing perspective</li> </ul>

<p>member issues</p> <ul style="list-style-type: none"> <li>• Empathetic to all levels and cultures present in the organisation</li> <li>• Cultural and gender sensitivity</li> <li>• Ability to work effectively in a multi-disciplinary, cross-cultural environment</li> </ul>	
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**CHANGE TO JOB DESCRIPTION**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by OCO. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

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Head of Secretariat

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Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date