

MINISTRY OF HEALTH & MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Senior Accounts Officer (Project)
Salary Band:	Band H
Salary Range:	\$38,557.21 - \$49,114.54 per annum
Duration:	Until 31/07/2026
Location:	Health Headquarters, Dinem House
Unit/Division:	National SRH, HIV, STI and BBV Unit
Reports to:	Head of SRH, HIV, STI and BBV Unit
Subordinates:	Nil

Position Purpose

This position is responsible to oversee the performance on Accounting procedures, Implementation of Internal Controls, accuracy of accounting, financial and other records and Observance of the directions and requirements issued by the, Permanent Secretary through Head of HIV/SRH Unit and the department in ensuring good financial practices governance.

Key Responsibilities

1. Ensure the Unit Budget is verified and cash flows are disseminated to all cost centres of the Ministry and facilitate shift of funds to all Cost Centres through Ministry of Economy and prepare virements for the Unit.
2. Ensure quality financial reports are available and accessible to the Head of HIV/SRH Unit for presentation and decision making.
3. Approve Purchase Order, payment selections, signing cheques, voiding of payments and facilitate Electronic Fund Transfer of Files to Bank and liaise with Ministry of Finance for reimbursement of funds if required.
4. Organize and arrange timely Custom Clearance with Fiji Procurement Office.
5. Facilitate and reconcile Ad-Hoc Donor Funding from Development Partners to the Ministry of Finance.
6. Reconciliations and adjustments to Ministry of Economy and Principal Accounts Officer.
7. Verify acquittals and facilitate Grant Funding to Non-Government Organizations.
8. Close monitoring of internal controls such as cash flow adjustments, virements in accordance with Financial Management Information System.
9. Actively contribute in all corporate activities in the Ministry requirements, including planning, budgeting and any particular activities where required.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Ensure the budget is accurately quantified, timely disseminated to Cost Centres and appropriately utilized by the end of the fiscal year.
2. Monitor and ensure effective support to the unit, staff and stakeholders within the agreed timeframes and in accordance with relevant legislations, policies and guidelines.
3. Monitor and ensure quality reports and reconciliations are available for monthly presentation to the management for detailed analysis and system strengthening.
4. Strictly monitor timely and effective management of the unit's performance to enable business continuity and service delivery with active participation in the corporate activities of the Ministry as and when required.

Person Specification

In addition to a Bachelor qualification in Accounting and Finance or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

1. At least 4 years' experience working in Finance Environment with Minimum Qualification Requirements.
2. Working knowledge of Financial Management requirements, including the processing of expenditures within legislation and policies.
3. Practical knowledge of anticorruption approaches and methods.
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. Demonstrated ability to undertake sound financial payment processing including reconciliation of accounts.
2. Demonstrated ability to analyse and carry out set of tasks in order to meet set of deadlines
3. Ability to work effectively within a team environment and effective supervision of subordinates.
4. Demonstrated ability to maintain confidentiality and attention to detail.
5. Ability to provide support and guidance through the appropriate interpretation of relevant guidelines, acts, regulations to the management.
6. Capacity to utilize computer programs to support the financial operations
7. Service oriented approach, with commitment to supporting the operational and corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age of 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 of duty.

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 of the job, as these criteria will be considered in assessing the relative suitability of applicants.