



POSITION DESCRIPTION: Bank Rec/Filing

CORPORATE INFORMATION

Salary Range: \$21,978.84 - \$24,868.55

Reporting Responsibilities:

- a. **Reports To:** Assistance Staff Office Ledgers
- b. **Liaises with:** RFMF staff, and Government Departments.

POSITION PURPOSE

To ensure that bank reconciliation and filing are done accordingly and submitted to Ministry of Finance before the due date that is (15th of every month).

KEY DUTIES

1. Retrieving Bank statement
2. Pulling out AP470 reports from FMIS
3. Matching AP with GL
4. Matching AP with Bank statement
5. Reconciling the bank recon.
6. Submitting for endorsement (CSO Fin and Commander RFMF)
7. Submitting final signed copy to FMIS.
8. Assist in Filing PV and JV

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely and accurate preparation of Bank Reconciliation.
2. Ensure that all copies are filed and properly kept for future reference.
3. Timely and accurate delivery of customer services with compliance to all regulations.
4. Provide timely support and assistance to other staffs when assigned by immediate supervisor.
5. Adherence to all Fiji Military Forces code of conduct and its rules and regulations.

PERSON SPECIFICATION

Bachelor's Degree in Commerce, Finance, Accounting, Public Administration or equivalent with excellent results in English writing. Excellent computing skill/ literacy in computing applications and Microsoft suite.

Knowledge and Experience:

- At least 3 years work experience in similar role either in corporate or public environment
- Understanding of Government general administrative practices, and code of conduct.

Skills and Abilities:

- Demonstrate ability to work as member of a team with minimum supervision
- Effective communications skills
- Advance knowledge and efficient with MS Excel and other MS Office

- Service oriented approach with a commitment to supporting the operational/corporate environment of the RFMF.
- Highly developed interpersonal skills
- Responds to request for information or assistance.
- Demonstrate the ability to work within a team environment
- Demonstrate the ability to follow instructions and meet set deadlines when under pressure.

Personal Character

- Applicants for employment to the Fiji Military Forces must be of good character, and demonstrate their commitment to the service values of the Fiji Military Forces. Applicant must also be a Fijian citizen, under the age of 55, in sound health with clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.