



POSITION DESCRIPTION: Payroll Data Entry and Unestablished Clerk (Civilian)

CORPORATE INFORMATION

1. Salary Range: \$19,810.38-\$21,902.92
2. Reporting Responsibilities:
 - a. **Reports To:** Staff Officer Pay
 - b. **Liases with:** RFMF Pay and finance staff, Stakeholders, Statutory organization and Government Departments.

POSITION PURPOSE

The position is who is part of the payroll data entry team is responsible to the Staff Officer Pay (SO Pay) to ensure that payment of salaries is carried out promptly by adhering to all relevant legislations, regulation and policies. He/she is to support the Payroll Section in the achievement of their outputs.

KEY DUTIES

1. Process payroll using FMIS and perform clerical functions to meet the Section's goal.
2. Process inputs for activations/deactivation and update of payroll deductions.
3. Ensure Middle East drawings and unestablished salaries are processed.
4. Clearance of FRCS error reports
5. Provide fortnightly pay summary report.
6. Liaise with Ministry Of Finance, other government statutory bodies, financial institutions for pay related issues.
7. Ensure filing and maintenance of fortnightly salary/ wages/ pension and deductions files
8. Support Pay staff in other pay related issues and ensure unestablished salary records are updated.
9. Provide customer services and answer queries via emails.
10. Performs other ad hoc task/ duties as and when assigned by immediate supervisor during and outside working hours.
11. Adhere to all RFMF rules and regulations, RFMF code of conduct and actively participate in all formal activities within the institution.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely and accurate processing of the salaries/pension/ wages and deductions as and when received.
2. Unestablished salaries files and payroll databases are maintained and kept in proper manner for references and audit purposes.
3. Timely and accurate delivery of customer services with compliance to all regulations.
4. Provide timely financial support to other pay staff 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.