



## FIJI MILITARY FORCES

### **JOB DESCRIPTION: Principle Account Officer**

#### **CORPORATE INFORMATION**

1. Position Level: Staff Officer
2. Salary Range: \$53,547.33 - \$60,797.69
3. Duration: 3 years
4. Duty Station: HQ
5. Reporting Responsibilities;
  - a) **Reports To:** Chief Staff Officer-Finance
  - b) **Liases with:** Ministry of Economy; OAG ; Human Resources staff
  - c) **Subordinates:** Senior Accounts Officer; Accountant; Assistant Accounts Officer

#### **POSITION PURPOSE**

The Principle Accountant is responsible for ensuring organizational effectiveness by providing leadership for the organization's financial functions. The position is also responsible for maximizing the return on financial assets by establishing financial policies, procedures, controls and reporting systems. This position ensures legal and regulatory compliance for all accounting and financial reporting functions.

#### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the following:

1. Ensure efficient and effective financial decision making by providing timely policy and procedures on financial matters to the CRFMF.
2. Ensure the effective monitor of all expenditures in the Ministry and that best financial practices/systems are in place.
3. Ensure the availability of quality financial data and Develop and implement an internal audit programme to ensure that the Ministry complies with financial procedures and regulations.
4. Oversee the preparation of the Ministry's financial accounts to ensure that these are presented accurately and on time.
5. Work in Collaboration with the Audit Office, and Ministry of Economy in relation to audit for the Ministry.
6. Manage and motivate the staff to ensure that key deadlines are met.
7. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All Accounts plans are developed, approved and implemented within the agreed timeframes.
2. All activities within the Accounts are completed and delivered as planned and budgeted.
3. Complete compliance with relevant legislative and policy requirements within the department.
4. Timely and effective management, and regular monitoring of Accounts personnel performance to enable business continuity, delivery of services, and achievement of work plan outcomes.

## **PERSON SPECIFICATION**

In addition to Postgraduate qualification in Accounting, Finance or similar in the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Must have experience at Management Level in the Public or Private Sector;
2. Good knowledge and understanding of financial processes
3. Extensive experience in budget and strategic formulations, staff management and functions relevant to Accounting services.
4. Equally effective working independently and in cooperation with others;
5. Reputation for excellence and high quality service to clients.
6. Knowledge of governmental budgeting and financial principles and practices; knowledge Laws and Regulations and standards.

### **Skills and Abilities**

1. Effective decision making skills and attentions to detail and high level of accuracy.
2. Demonstrate ability to build and sustains relationships with a network of key people internally and externally
3. Excellent leadership skills and interpersonal skills.
4. Effective written communication skills.
5. Effective verbal, listening and communication skills

### **Personal Character and Eligibility**

Applicants for employment in the Military Forces must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The RFMF is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.