

POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance	
2	Job Title: Principal Accounting Officer, <i>Revenue & Voting Section</i> , Treasury Division	
3	Level/Band: K	Post Number: Location: St George Government Building
4	Job Purpose To assist in the supervision and management of the operation of the <i>Revenue & Voting Section</i> of the Treasury Division	
	Job Outputs <i>Refers to areas of outcome or output</i>	Performance Indicators <i>Performance measurement for an Output .e.g 100% accuracy, 100% timeliness, 100% compliance with policy</i>
5.1	Planning 1. Assist the Head of Section (HOS) in the formulation of weekly plan for the team, including Overtime (OT) work-plan	<ul style="list-style-type: none"> Meet specified timeline as requested by HOS and Deputy Chief Executive Officer-Treasury (DCEO)
5.2	Organising 1. Assist in ensuring that all approved policies, rules, procedures, legislations and manuals etc, are in place and updated for the team to use, when checking payments. 2. Organize meetings with MDAs , FFD and other stakeholders if have any issues with 1), when required	<ul style="list-style-type: none"> Have all latest, approved policies, rules, procedures, legislations and manuals on file Assist in reporting issues from meetings.
5.3	Leading 1. Assist the HOS in preparing the Quarterly Report to HOD on the performance/ operation of the Section. 2. Ensuring that all related databases (queries, contracts etc) are reconciled and updated	<ul style="list-style-type: none"> Submit by deadline as requested by DCEO Accuracy of Databases and readily available when requested

5.4	<p>Controlling</p> <ol style="list-style-type: none"> 1. Regular communicating with Line Ministries (MDAs) and suppliers on queries and compliance issues 2. Assist HOS in ensuring audit recommendations/ findings are implemented accordingly 	<ul style="list-style-type: none"> • Registration of all communications and regular report to Chief Accounting Officer (CAO)/DCEO • Timeliness & Number of Audit recommendations addressed
5.5	<p>Technical</p> <ol style="list-style-type: none"> 1. Daily checking and processing of revenue pay-ins for MDAs, ensuring compliance to all government policies and procedures. 2. Daily voting of manual vouchers into the SunSystems and processing of payroll vouchers 3. Carry out regular revenue reconciliation with MDAs 4. Assist in the checking of compliance for Overseas requisition and liaise with MDAs , on any issues 5. Register and regular updating of dishonor cheques database 6. Assist in providing relevant trainings to staff and MDAs when required. 7. Assist in authorizing of government expenditures vouchers as per thresholds approved by the CEO 	<ul style="list-style-type: none"> • All revenue vouchers appropriately, accurately, timely checked • All manual expenditure vouchers including payroll are accurately and timely voted • Minimal error and adjustments of revenue votes • Improved compliance from MDAs • Database is readily available when requested at any point in time. • Positive feedbacks from training participants • Timeliness in authorization and less queries from cheques signatories
5.6	<p>Any other duties directed by the DCEO and CEO;</p> <ul style="list-style-type: none"> • Assist in processing funds transfers when requested by Budget Division • Attend meetings/trainings when necessary • Official Travel when necessary • Acting on higher positions or as Sub-Treasurer when required or necessary • Assist in Cash Counting and Board of Survey when required etc 	<p>Output: Completed as directed Quality: 100% accurate Timeless: Timely basis</p>

6	Reports Directly to:	Deputy Chief Executive Officer- Treasury Division via the Chief Accounting Officer- Voting & Revenue
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Skills and Attitudes	<ul style="list-style-type: none"> • Strong Leadership and management skills, including mentoring • Excellent analytical skills with ability to explain to a non-technical audience • Good Computer skills (Word& Excel) • Good Public Relation and networking skills, able to work with a range of professions and organization • Able to work in resourced constrained environment • Ability to travel and work after hours when need arises
7.2	Personal Attributes	<ul style="list-style-type: none"> • Good Work Attitude • Highly Motivated • Well Organized and Hardworking • Honest, Integrity, loyalty and punctuality • Highly proactive • Must be committed to duties allocated efficiently and effectively
7.3	Minimum Qualification and Work Experience:	<ul style="list-style-type: none"> • Minimum qualification is a diploma in Accounting or related field <i>with</i> at least ten (10) years of work experience in government, OR; • At least 20 years of work experience in the Public Service, with some experience in Senior Level roles. • Work experience in Treasury or Sub-Treasuries will be an advantage.
POSITION COMPETENCIES		
8	Core Behavioral Competencies	Key Performance Standards

8.1	Change and Innovation	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Looks for ways to demonstrate innovation and initiative in work area ➤ Anticipates emerging issues and looks for ways to improve work practices. ➤ Takes a big-picture view of change and models a positive, constructive approach to managing it <p>Focuses on benefits and ways of overcoming obstacles.</p>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where necessary ➤ Presents clear, courteous and concise oral and written communications ➤ Engages positively and persuasively with program stakeholders as appropriate. ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.
8.3	Integrity / Accountability	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best interest of the organization ➤ Uses honesty and appropriate disclosure with customers, employees, and management ➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. ➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
8.4	Results Orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork. ➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ➤ Is open with other team members about his/her concerns ➤ Actively shares information with appropriate people and checks for understanding where required.
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends. ➤ Treats all clients with respect and cultural awareness
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> ➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
8.8	Building individual capacity	<ul style="list-style-type: none"> ➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth

8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment
8.10	Judgment	<ul style="list-style-type: none"> ➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> ➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures
8.12	Management/ Supervision	<ul style="list-style-type: none"> ➤ Manages resources effectively and efficiently, ensures effective and improved staff performance
8.13	Leadership	<ul style="list-style-type: none"> ➤ Develops and communicates vision and translates these into clear objectives ➤ Builds and sustains a motivated team ➤ Leads by example ➤ Inspires a shared commitment ➤ Articulates a clear vision for the future ➤ Considers the 'big picture' and longer term imperatives ➤ Empowers others to take responsibility through a deep sense of commitment and ownership.
9	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
9.1	Post Title: Principal Accounting Officer (Voting & Revenue Section)	Name: (Vacant) Sign: Date :
9.2	Head of Section: Chief Accounting Officer	Name: Mrs Kelela Leha'uli Sign: Date :
9.3	Head Of Division: Deputy CEO for Treasury Division	Name: Mrs Makeleta Siliva Sign: Date :
9.4	Chief Executive Officer for Finance and National Planning	Name: Mrs Pilimilose Balwyn Fa'otusia Sign: Date :