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**WATER AUTHORITY OF FIJI**

**REF: 1022 DISBURSEMENT OFFICER**

**(NATIONAL OFFICE)**

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**Purpose**

The Disbursement Officer will be responsible for providing financial, administrative and clerical support in order to ensure effective, efficient, timely and accurate financial and administrative functions to the Accounts Payable Unit

**Principal Accountabilities**

- Responsible for the timely preparation of the creditors payments
- Receive and sort invoices from suppliers.
- Perform creditor's reconciliation and clear reconciling items every month before cheque is processed.
- Ensure that all payments vouchers prepared have all relevant supporting source documents.
- Liaise with other finance officers on pending payments and PO liability
- Follow up with finance officer responsible for printing cheque and informing respective creditors accordingly.
- Ensure that all statutory deductions are done such as PT, SRL, Withholding Tax, PAYE, VAT reversal etc. ON TIME to avoid penalty. WAF has zero tolerance on late payments and penalties.
- Ensures that proper approval of the invoices by the Centre/Branch concerned.
- Prepares and check payment vouchers.
- Responsible for electronic data files for banks for all payments for banks and ensuring follow ups with banks.
- Responsible for following up on all un-presented cheques and ensure all within 90 days
- Responsible for all cash advance acquittals on a weekly basis and provide weekly report.
- Responsible for filing and maintaining all creditor invoice/ documents.
- Any other related duties assigned by the Financial Accountant, Manager Finance and CFO

### 3. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organisational targets and goals
- Other related duties assigned by the Financial Accountant effectively and efficiently addressed

### 4. Organisational Values promoted and demonstrated at all times

- Support toward the alignment of deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

### **Knowledge & Experience**

- Diploma in Accounting & Finance
- At least 1 to 2 years' experience in the relevant field.
- Experience in the critical outcomes of this role is an advantage
- Good understanding of accounting/financial concepts and procedures.
- Excellent verbal and written communication skills.
- Proficient with MS Office and Sage 300 ERP accounting software would be an added advantage.

### **Skills & Abilities**

- Contribute to the team improving team effectiveness through personal commitment
- Recognise a problem in a routine task and select the appropriate solution.
- Grow your competence through reflection and seeking learning opportunities

### **Remuneration**

Remuneration will be commensurate with relevant qualifications and experiences.

### **WHERE TO SEND YOUR APPLICATION**

Typed applications must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

**INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

Applications should be marked “**Confidential REF: 1022 Disbursement Officer (National Office)**” and should be received no later than **3 June 2022** and could be:

**Mailed to:**

The Manager Human Resources    or  
Water Authority of Fiji

**Hand delivered to:**

Human Resources Unit    or  
Level 3, Manohan Building

**Emailed to**

hr.recruit@waf.com.fj