
WATER AUTHORITY OF FIJI
REF: 1062 FINANCE OFFICER
(PAYABLES)
(NATIONAL OFFICE)

Purpose

The Finance Officer – Payments is responsible for providing financial, administrative and clerical support to the Financial Accountant in order to successfully deliver Water Authority of Fiji's payments related outcomes. This role reports to the Financial Accountant.

Principal Accountabilities

1. Effective and efficient creditor management services provided

- Thorough understanding and execution of relevant payments procedures as per the Finance Policy ensured
- Timely and correct preparation of creditors'/contractors' payments delivered
- Invoices from suppliers efficiently received and organised
- Timely and correct creditor's/contractors' reconciliation performed before any creditor's/contractors' cheque is processed
 - Reconciliation variances/issues resolved in a timely manner in consultation with relevant parties prior to processing of creditor/contractor cheques
- Timely and correct preparation of payment vouchers ensured
 - All correct and relevant supporting source documents attached to payment vouchers
 - Appropriate checking/vetting procedures applied at all times
- Timely and appropriate follow-up with creditors/contractors regarding payments ensured
- Current status of pending payments monitored at all times in consultation with other finance officers
- Creditors/contractors informed, where needed, of timelines for cheque printing in consultation with the finance officer responsible for printing cheques

- Timely, relevant and accurate reports prepared and submitted
2. Timely, relevant and compliant reporting
- All internal and external reporting requirements in regards to the outcomes of this role fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested.
 - Finance Officer-Reconciliation provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Ad-hoc information request by superiors addressed in a timely manner
3. Teamwork and cooperation
- Cooperation within the team and greater function / department encouraged
 - Cooperation across functions / departments ensured
 - 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 and Finance
- Proficient with MS Office software's and other accounting software packages
- At least 2 years' experience in the relevant field.
- Experience in the critical outcomes of this role is an advantage
- Highly motivated and organised, with strong work ethics and an inclination to work smart as part of a competent team
- Good understanding of accounting/financial concepts and procedures
- Sound knowledge of applicable laws, codes and regulations

Remuneration

(\$14,160.00 - \$17,700.00)

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: 1062 Finance Officer - Payables (National Office)**” and should be received no later than **15 July 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