

POSITION DESCRIPTION

REF 1380: PAYROLL OFFICER- NATIONAL OFFICE

Salary Scale	\$13,665.75 - \$18,585.00 per annum	Position Type	Established
Structure:	Department:	Finance SBU	
	Sub – Section	Payroll	
Location:	National Office		

About Our Organisation

The Water Authority of Fiji is a commercial statutory authority established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and setting up water supply systems in rural areas.

Position Objective

The role responsible for the Authority's payroll and acts on instructions received from time to time from Human Resources Department and from the staff with regards to various matters relating to payroll such as pay deductions, salary increases, merit payments and stop payments. The payroll officer will ensure that payment of salaries and wages to employees of the Authority are based on applicable pay rates, proper statutory and other deductions, other benefits and period of employment. This role reports to the Pay Master.

Key Accountabilities

1. Ensures timely processing and payment of weekly and fortnightly wages/salaries.
2. Analyse pay from Human Resource Department and accurately calculate weekly/fortnightly pay for each staff.
3. Accurately update and maintain the payroll system.
4. Prepare pay cheques for Authority and for other statutory payments and remit the same to the relevant authorities with the relevant supporting documents.
5. Reconcile weekly and fortnightly pay for its accuracy against the pay controls.
6. Prepares the monthly H/O payroll/salaries suspense reconciliation and ensure that the relevant adjustments are made to clear the account.
7. payroll reports and information are timely printed and securely kept for internal and external use.
8. Ensures that proper and correct deductions are made from the payroll:

9. Statutory deductions such as FNPF, PAYE and TPAF are made on salaries and timely payments are done.
10. Staff insurance, union dues and other deduction are made from the salaries and timely payments done.
11. Ensure to maintain proper filing of records.
12. Ensure to maintain proper files for all processed pays with proper supporting documents.
13. Ensures the pay documents and records are properly and securely kept.
14. Ensure that the statutory deductions such as FNPF and PAYE from the staff salary are in accordance with the rates prevailing at the time of payment of the salaries or wages and are in accordance with the requirements of FNPF Act and Income Tax Act.
15. Any other duties assigned by the Financial Accountant, Senior Accountant and Manager Finance or the Chief Financial Officer.
16. Manual payment of salary to employees in certain circumstances.
17. Timely, relevant and compliant reporting
 - All internal and external reporting requirements fully understood and correctly executed
 - a. Robust and relevant periodic reports prepared and submitted as and when requested.
 - b. Accountant-Revenue provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - c. Ad-hoc information request by superiors addressed in a timely manner
18. Customer (internal & external) relationship assisted
 - Senior Accountant and Manager Finance effectively and professionally assisted in the following:
 - High degree of service to internal customers delivered- Centre Managers, Management and external customers – Ministry of Economy, Commercial Banks, FRCS and other regulatory bodies that require reporting from time to time
 - Turnaround time for delivery of board reports, external reports and any other duties assigned achieved in a timely and accurate fashion
 - Relevant complaints and clarifications from all centres and external parties addressed, inclusive of auditors
19. 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 Senior Accountant , Manager Finance and the Chief financial officer effectively and efficiently addressed

20. 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

Position Specification

Competencies

QUALIFICATION & EXPERIENCE REQUIREMENT

- Degree In Accounting or Finance
- At least 3 years' experience in the relevant field
- Intermediate level of proficiency in Microsoft Excel and Word

SKILLS, & ABILITIES

- Proven ability to achieve results within time constraints
- Excellent interpersonal, communication and supervisory skills
- Highly motivated and organised, with strong work ethics and an inclination to work smart as part of a competent team

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages 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 1380: Payroll Officer- National Office” and should be received no later than **5pm on 26 April 2024** and could be:

Mailed to:

The Manager Human Resources

Water Authority of Fiji

PO Box 1272, Suva

Hand delivered to:

Human Resources Unit

Level 3, Manohan Building

Corner Wainivula & Kings Road

Emailed to:

or hr.recruit@waf.com.fj