

## POSITION DESCRIPTION

### RE-ADVERTISED

#### REF 1388: FINANCE OFFICER (RECONCILIATION & BUDGET) - NATIONAL OFFICE

<b>Salary Scale</b>	\$14,868.00 - \$18,585.00 per annum	<b>Position Type</b>	Established
<b>Structure:</b>	<b>Department:</b>	Finance SBU	
	<b>Sub – Section</b>	Budgeting & Reporting   Reconciliation	
<b>Location:</b>	National Office		

#### About Our Organisation

The Water Authority of Fiji is a corporate body 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 also setting up water supply systems in rural areas.

#### Position Objective

The Finance Officer is responsible for ensuring that all reconciliation is authorized and made by persons with the requisite authority, allocations to general ledger accounts are accurate and all reconciliation are supported by accurate and adequate documentation. This role reports to the Operations Accountant.

#### Key Accountabilities

##### **1. Effective and efficient financial reconciliation and services provided.**

- Thorough understanding and execution of relevant financial reconciliation procedures as per the Finance policy and Reconciliation SOP's.
- Financial reconciliations including general ledger reconciliations prepared in a timely manner and in accordance with established procedures.
- All reconciliations duly supported with relevant and complete supporting documents.
- All manual journals that are approved by the Senior Accountant entered into Accounting System for GL reconciliation, Accruals and Management Accounts
- Timely and correct resolution of all errors noted in reconciliations ensured.
- Current, accurate filing system that ensures reconciliations records are secure, always utilized and strengthened where relevant areas of improvement are noted.

- Timely, relevant, and accurate reports prepared and submitted.
- Quality and timely advice provided as and when required.
- Assist with raising plant hire purchase orders in a timely manner and ensure professionalism is adhered to when communicating with plant hire contractors.
- Timely and correct preparation of bank reconciliations for operating, capital, bill pay, retention and term deposits accounts.
- All internal and external reporting requirements regarding WAF's agency revenue and Consolidated Fund Account fully understood and correctly executed.
- Assisting in providing reports and queries to Internal & External Auditors.
- Assisting with miscellaneous tasks – Purchase order liability cancellation, passing debit & credit Notes, cheque cancellation, creating new vendors in accounting system, petty cash GL allocation, filing and raising for purchase orders in urgent circumstances example airfare and accommodation cases need arises.
- Reviewing of Chart of Accounts to eliminate inactive and unnecessary GLs from the Accpac system.
- Assisting payables team with payment preparation & Projects Finance team for Work in Progress (WIP) journal entries if need arises.
- Assisting Senior Finance Officer in checking Internal Requisition Orders (IRO's) & ensuring compliance & expenses are charged to the correct General Ledger and SBUs codes with the WAF Procurement Policy in place.
- Assisting in Agency Commission monthly reconciliation for Digicel, Vodafone, MH, Vision Investment
- Inventory Stock take counting, system entering, variance solving and preparation of stocktake report
- Assist various departments in accounting issues and queries.
- Carry out any other duties assigned by the Senior Finance Officer and Accountant Operations

## **2. Timely, relevant, and compliant reporting**

- All internal and external reporting requirements regarding the outcomes of this role fully understood and correctly executed.
  - o Robust and relevant periodic reports prepared and submitted as and when requested.

- Finance Officer-Reconciliation and Operations Accountant 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.
- Collaboration and leadership to achieve relevant organisational targets and goals.
- Other related duties assigned by superiors effectively and efficiently addressed.

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

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

## Position Specification

### Competencies

#### **QUALIFICATION & EXPERIENCE REQUIREMENT**

- Degree in Accounting and/ or Finance with 2 years of relevant experience in a similar role.

#### **EXPERIENCE, SKILLS, & ABILITIES**

- Proficient with MS Office software's and other accounting software packages.
- Highly motivated and organised, with strong work ethics and an inclination to work smart as part of a competent team.
- Excellent problem solving, interpersonal and communication skills.
- Proven ability to work effectively within a Team.
- Good understanding of accounting standards, accounting/financial concepts, and procedures
- Sound knowledge of applicable laws, codes, and regulations
- Protect organization's value by keeping information confidential.
- Strong time management and planning skills to coordinate and prioritize multiple tasks
- Ability to work under pressure and meet tight deadlines, managing multiple activities while working under minimum supervision

## 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 1388: Finance Officer (Reconciliation & Budget) - 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](mailto:hr.recruit@waf.com)