

POSITION DESCRIPTION

REF 1437: SENIOR ACCOUNTANT (OPERATIONS) - NATIONAL OFFICE

Salary Scale	\$34,986.00 - \$43,732.50 per annum	Position Type	Established
Structure:	Department:	Finance SBU	
	Sub – Section:	Finance	
Location:	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 setting up water supply systems in rural areas.

Position Objective

The Senior Accountant, working in accordance with Generally Accepted Accounting Principles (GAAP), is responsible for all internal accounting functions including monthly and annual account preparation as well as budgeting and forecasting. This position reports Manager Finance.

Key Accountabilities

1. Effective and efficient accounting function

- Payments are correct and approved and in a timely manner, including the following:
 - Daily payments to suppliers
 - Payment and lodgement of tax
 - Payments approved by the Tender Committee
- Delegated limits for PO are fully understood and completed with at all times
- Accuracy of all reconciliation of GL and other subsidiary ledgers reviewed in a timely manner and maintained at all times
- Asset Register maintained, in particular the depreciation system, disposals and write-offs correctly applied and maintained at all times

- Timeliness of and cost-management for the plant hire process and overseas payments effectively managed and paid on time.
- Timely preparation and finalisation of monthly management accounts
 - Accuracy of monthly management accounts maintained at all times
- Internal and External audit queries successfully addressed in a timely manner and request for information efficiently facilitated
- **Timely and relevant assistance provided to the Chief Financial Officer and Manager Finance for the development of:**
 - Business models
 - Dashboard reports
 - Process mapping
 - Other accounting//financial management related duties required
- Effective contribution to the Tender Evaluation Committee provided as and when required
- Other related activities and responsibilities under the direction of Manager Finance appropriately and efficiently addressed

2. Effective management of WAF Government Grant requests

- Timely and relevant contribution to WAF's annual Government Budget (OPEX and CAPEX) submission
- Timely and relevant execution of the following delivered:
 - Preparation of quarterly Request to Incur Expenditure (RIE) to Ministry of Infrastructure and Transport (Ministry)
 - Preparation of acquittals and timely release of grant funds to WAF
 - Timely preparation of Financials and monthly Board paper update
- Queries from/issues raised by the Ministry regarding RIE and/or acquittals successfully and efficiently addressed/resolved
- Effective working relationship with the Ministry established and appropriately managed

3. Effective management of external audit

- Timely commencement and completion of external audit engagements effectively contributed to:
 - Role of key contact person for external audits effectively assumed and executed

- Auditors' requests and queries effectively facilitated/resolved
- Assisting Manager Finance and CFO in Finalisation of audited financial statements within the required/stipulated timeframe ensured
- Audit Management Letter recommendations effectively communicated to relevant executives for timely resolution

4. Timely, relevant and compliant reporting

- All internal and external (if any) accounting/financial reporting requirements fully understood and correctly executed
 - Robust and relevant periodic reports including monthly management accounts prepared and submitted in a timely manner
 - Superiors including Manager Finance and the Chief Financial Officer 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.

5. Human Capital Management

- Relevant and timely coaching, guidance provided to direct reports for the purpose of capacity building and succession planning
- Appropriate performance measures for direct reports efficiently developed in consultation with Manager Finance and the Chief Financial Officer and timely
 - Effective appraisals carried out with recommendations of professional development for staff ensured
- Effective contribution to the HR Recruitment function for relevant WAF positions ensured. This shall include but not be limited to being a member of relevant recruitment interview panels
- Disciplinary actions, for direct reports, carried out in consultation with Manager Finance, Chief Financial Officer and the HR Department and in full compliance with all relevant laws, legislations and internal requirements

6. 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 Manager Finance and the Chief Financial Officer, effectively and efficiently addressed

7. Organisational Values promoted and demonstrated at all times

- Support of the environment aligning 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 and/ or Finance with 7 years of relevant experience in a similar role or Postgraduate /Masters in Accounting with 5 years relevant experience.
- Accredited CPA or CA or FIA will be an added advantage.

SKILLS, & ABILITIES

- A qualified accountant with proven track record
- Robust knowledge of applicable laws, accounting standards, codes and regulations
- Strong understanding of accounting/financial concepts and procedures
- Proven ability to work independently and to prioritise work objectives to meet deadlines
- Membership with professional accounting bodies
- Good Leadership & communication and interpersonal skills
- Analytical & problem-solving skills
- Able to apply professional Scepticisms
- Attention to detail and organized individual
- Able to make sound decisions making.
- Critical thinker & active learner
- All-rounder including knowledge in payroll, payments, inventory, reconciliation, budget, procurement, legal, financial reporting, Tax application, accounting software, POWERBI, debt management, plant hire and Projects Management.

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: 1437: Senior Accountant (Operations)– National Office and should be received no later than **5pm on 2nd August 2024** and could be:

Mailed to:

The Manager Human Resources

Water Authority of Fiji

PO Box 1272, Suva

Hand delivered to:

or Human Resources Unit

Level 3, Manohan Building

Corner Wainivula & Kings Road

Emailed to:

or hr.recruit@waf.com.fj