



**JOB DESCRIPTION:**

**CLERICAL OFFICER ACCOUNTS**

**CORPORATE INFORMATION**

1. **Position Level:** SSO5
2. **Salary Range:** Band C
3. **Duty Station:** Suva
4. **Reporting Responsibilities:**
  - a) **Reports To:** Assistant Accounts Officer
  - b) **Liases With:** DOI, Govt. Departments, Courier – EMS, Investors, Firms and Members of the Public.
  - c) **Subordinates:** Nil

**POSITION PURPOSE**

To primary of the post is to ensure that all payment is vouchered before payment, proper recording of all expenditure in the Expenditure ledger, accordance with government rules and regulation.

**KEY RESPONSIBILITIES**

Ensure that cash & cheque register and expenditure ledger is updated after processing of payments.

Ensure that the payment vouchers are stamped and filled accordingly.

Ensure revenue is collected in the timely manner and without any shortage or surplus and cash are being banked daily and update the cash analysis book.

True Trust Reconciliations are done in accordance with the reports and submitted to Ministry of Economy within the timeframe.

Other duties assigned by SAO.

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators;

Effective and timely submission of reconciliations within Ministry of economy timelines;

Effectively maintain, update registers to avoid double payments.

Shortage/Surplus checks to be completed twice daily

Daily Updating and verification of payment register

**PERSON SPECIFICATION**

In addition to a pass in Fiji Seventh Form Examination [FSFE] or Year 13, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

**Knowledge and Experience**

At least one (1) year experience in a Corporate environment

**Skills and Abilities**

Demonstrated ability to work independently or in a team;  
Demonstrated ability to analyse figures and produce a quality report;  
Demonstrated ability to organize work; *and*  
Must be customer oriented

**Personal Character and Eligibility**

Applicants for employment within the Fiji Civil Service must be Fijian Citizens, under the age of 55, in sound health with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior as a condition of employment.

The Department of Immigration is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, skills and experience abilities for the job will be considered in assessing the relative suitability of applicants.