

**POSITION DESCRIPTION – MARCH 2022**


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**POSITION TITLE:** Assistant Accountant – Fixed Assets

**POSITION NUMBER:** L6-004

**LOCATION:** FRCS Head Office, Suva

**REPORTS TO:** Principal Accountant

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**THE ORGANIZATION**

The Fiji Revenue & Customs Service (FRCS) is a statutory Service established under the FRCS Act 1998. FRCS is an agent for the State for administration and enforcement of Tax and Customs laws in Fiji. Our Vision is to be a world class revenue Service delivering excellence in revenue collection, border protection, trade, and travel facilitation. Our organizational Values are - One organization; Leadership; Valuing employees; Integrity; Results focus; Partnership development.

**POSITION PURPOSE**

The Assistant Accountant – Fixed Assets is responsible for identification, recording, valuation, accounting, reporting and timely capitalization of fixed assets, the reconciliation and reporting of capital work in progress and to carryout stocktake activities.

As a member of the Finance Team, the role contributes to the achievement of our Vision.

**ACCOUNTABILITIES**

KEY RESULTS AREAS	KEY ACCOUNTABILITIES
<b>Core Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Ensure accurate preparation and presentation of business cases for and purchase of Fixed Assets supported by Cost/Benefit analysis, estimated useful life analysis and availability of spare parts and back up services.</li> <li>▪ Timely receiving, tagging and update of Fixed Assets Register.</li> <li>▪ Regular update of warranty register.</li> <li>▪ Conducting annual physical stocktake of all FRCS assets in an efficient and timely manner.</li> <li>▪ Generating variance report and ensuring that variance is reconciled.</li> <li>▪ Work in collaboration with Senior Accountant to effectively reconcile the Fixed Assets register with the General Ledger for both minor and fixed assets.</li> <li>▪ Effectively organising transfer of Fixed Assets and update fixed assets register.</li> <li>▪ Accurately maintain a proper record of asset movement, disposal and addition of IT equipment.</li> <li>▪ Timely assistance in procurement of Fixed Assets.</li> <li>▪ Assist in yearly CAPEX planning.</li> <li>▪ Ensure preparation and submission of insurance claims and assisting in the yearly insurance renewal process.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensure to provide timely reports to management using relevant analytical tools as and when required in relation to fixed asset management.</li> <li>▪ Assist in the development of SOP's and policies in relation to fixed asset management.</li> </ul>
<b>Partnership &amp; Customer Service</b>	<ul style="list-style-type: none"> <li>▪ Ensure that Finance Team consistently delivers the highest standards of internal and external customer service.</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>▪ Support a strong on-going partnership approach to the development of frameworks, supporting initiatives, and delivery of support services to leaders across FRCS.</li> </ul>
<b>Risk Management &amp; Security</b>	<ul style="list-style-type: none"> <li>▪ Assist with identification of people and organisational risks, in your areas of responsibilities, ensure mitigation strategies are in place and as appropriate, action taken to minimise any actual or potential impact.</li> <li>▪ Support the team with initiatives to have an up-to-date risk management framework is in place linked to FRCS risk management strategies.</li> </ul>
<b>Health, Safety, and Wellness</b>	<ul style="list-style-type: none"> <li>▪ Promote and support initiatives for high standards of Health, Safety and Wellness across FRCS.</li> <li>▪ Understand and implement your responsibilities and accountabilities with regards to Health Safety and Well-being.</li> <li>▪ Promote compliance with relevant Occupational Health, and Safety (OHS) obligations and support of health, safety and wellness initiatives.</li> </ul>

**DELEGATIONS:**

As may be delegated from PAO & CFO from time to time.

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**PERSON SPECIFICATION**

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**ESSENTIAL**                      Diploma in accounting and good communication and writing skills.  
At least three years' experience in fixed assets management and accounting.

**DESIRABLE**                     Degree in Accounting.  
Member of Fiji Institute of Accountants.

**PERFORMANCE COMPETENCY INDICATORS**

As an Assistant Accountant, your performance is measured through two criteria:

- **Performance outcome criteria** for your area of responsibility. These are agreed and reviewed annually.
- **Employee competencies** - you report quarterly to the Principal Accountant on your performance measured against the competencies for your role. These are set out below.

COMPETENCY	COMPETENCY DESCRIPTOR
<b>Process Management</b>	<ul style="list-style-type: none"> <li>▪ Consistently good at identifying the necessary processes, and organising the right people to get things done</li> <li>▪ Knows what to measure and how to measure is so that complex processes can be refined and more can be achieved with fewer resources</li> <li>▪ Can organise resources (people, funding, material, support) and use them effectively to get things done including managing multiple activities at once and recording information and files in a useful manner</li> </ul>
<b>Decision Quality</b>	<ul style="list-style-type: none"> <li>▪ Utilises a mixture of analysis, wisdom, experience, and judgement to make high quality, timely decisions, and produce ideas and solutions which are accurate.</li> <li>▪ Assist others to make decisions by giving advice and offering solutions and can use his/her time efficiently to make effective decisions even when information is complex, or there are time pressures.</li> </ul>
<b>Drive For Results</b>	<ul style="list-style-type: none"> <li>▪ Can be counted on to successfully exceed goals and expectations by consistently be a top performer, continually pushing themselves and others for results</li> </ul>
<b>Listening</b>	<ul style="list-style-type: none"> <li>▪ Consistently practices attentive and active listening and demonstrates an ability to accurately reflect the opinions of others even when he/she disagrees</li> <li>▪ Demonstrates tolerance with people and processes by listening, checking and understanding information before making judgements or acting</li> </ul>
<b>Courage Conversation</b>	<ul style="list-style-type: none"> <li>▪ Is direct and honest in their communication with other by providing timely, complete and “actionable” feedback (positive and critical)</li> <li>▪ Takes tough stands and faces up to problems with any person or in any situation when necessary, and take negative action when it is necessary to do so</li> </ul>
<b>Intellectual Horsepower</b>	<ul style="list-style-type: none"> <li>▪ Is bright and intelligent, and deals with concepts, decision and complex information or situation in an efficient manner.</li> <li>▪ Is intellectually sharp, capable and agile, and is mentally flexible and patient with process, and the ideas of others.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>▪ Uses rigorous logic and methods for recognising and solving difficult and/or hidden problems by providing effective solutions; and looks broadly for answers and searching beyond obvious answers for the best solutions.</li> <li>▪ Conducts high quality and honest analysis of information and data to aid in problem solving.</li> </ul>
<b>Self-Development</b>	<ul style="list-style-type: none"> <li>▪ Is personally committed to and actively works to continuously improve self</li> <li>▪ Understands that different situations may call for different skills and approaches, works to strengths and compensates for weaknesses.</li> </ul>

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