

POSITION DESCRIPTION – MAY 2022

POSITION TITLE: Accountant Revenue

POSITION NUMBER: L6-007

LOCATION: FRCS Head Office, Suva

REPORTS TO: Chief Financial Officer

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 Accountant is responsible to effectively and efficiently prepare, monitor, coordinate and analyse revenue reports to ensure accurate financial reporting.

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

ACCOUNTABILITIES

KEY RESULTS AREAS	KEY ACCOUNTABILITIES
Reports	<ul style="list-style-type: none"> ▪ Ensure daily bank reconciliation of Tax & Customs collection ▪ Check & confirm that all revenue receipted are banked on a daily basis. ▪ Reconcile with month-end system reports from ASYCUDA, SAP & FITS, then submit monthly ledger batch to Ministry of Economy. ▪ Check & confirm that Fees & Charges payment voucher is prepared and submitted to MoE on a monthly basis. ▪ Prepare and submit accurate revenue reports on a timely basis.
Analysis	<ul style="list-style-type: none"> ▪ Submit and analyse accurate graphical analysis of Government revenue for CFO
Reconciliation	<ul style="list-style-type: none"> ▪ Analyse and reconcile the Service's monthly Revenue Report against MoE GL report. ▪ Analyse and reconcile Inter Departmental Clearing A/C (IDC) and submit to MoE. ▪ Ensure to raise journals for posting in Ministry of Economy ledgers on a timely basis. ▪ Ensure EPAY reconciliation is carried out accurately and in a timely manner. ▪ Conduct follow up on collection discrepancies and late banking with Cashiers and the bank.
Partnerships and Customer Service	<ul style="list-style-type: none"> ▪ Quality revenue reports submitted to the Ministry in an accurate and timely manner.

	<ul style="list-style-type: none"> ▪ Engage with key stakeholders to ensure accurate revenue reporting ▪ Answer the telephone within three rings using the Service's standard greetings courteously.
Stakeholder Management	<ul style="list-style-type: none"> ▪ Work closely with the CFO to establish and review strategic priorities for financial initiatives and building key partnerships within the organisation ▪ Support and participate in financial reporting initiatives to increase business and value added services
Risk Management and Security	<ul style="list-style-type: none"> ▪ Work with the CFO on risk management, disaster recovery & contingency planning ▪ Monitor risk factors management policies and procedures to ensure that program and organisational risks are minimized ▪ Prepare financial evaluations and costing for FRCS's business initiatives and proposals including financial risk and financing strategies
Health, Safety, and Wellness	<ul style="list-style-type: none"> ▪ Champion high standards of Health, Safety and Wellness across FRCS incorporating components into development initiatives where appropriate ▪ Ensure compliance to relevant Occupational Health, and Safety (OHS) obligations and support of health, safety and wellness initiatives are supported and that relevant policies are understood, followed and implemented by all employees

DELEGATIONS

As may be delegated by CFO from time to time.

PERSON SPECIFICATION

ESSENTIAL Bachelor Degree in Accounting, finance or any other relevant field
3- 5 years' experience in similar role
FIA membership

DESIRABLE Knowledge and experience of FRCS business and customer base.

PERFORMANCE COMPETENCY INDICATORS

As an Accountant Revenue your performance is measured through two criteria:

- **Performance outcome criteria** for your area of responsibility. These are agreed and reviewed annually. You report quarterly to the Chief Finance Officer on progress, and provide mitigation strategies and timelines where agreed criteria are at risk of non-achievement.
- **Leadership competencies** - you report quarterly on your facilitation performance measured against the competencies for your role. These are set out below.

COMPETENCY	COMPETENCY DESCRIPTOR
Process Management	<ul style="list-style-type: none"> ▪ Consistently good at identifying the necessary processes, and organising the right people to get things done ▪ Knows what to measure and how to measure is so that complex processes can be refined and more can be achieved with fewer resources ▪ 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
Decision Quality	<ul style="list-style-type: none"> ▪ Utilises a mixture of analysis, wisdom, experiences, and judgement to make high quality, timely decisions, that produce ideas and solutions that are accurate and demonstrate sound judgement, risk management, and integrity ▪ Provides coaching to others to make decisions that sit within their delegations and area of responsibilities
Drive For Results	<ul style="list-style-type: none"> ▪ Can be counted on to successfully exceed goals and expectations by consistently performer, continually pushing themselves and others for results
Financial Management	<ul style="list-style-type: none"> ▪ Considers the financial impact of business decisions, can analyse financial data, sound financial decisions based on analysis
Courageous Conversation	<ul style="list-style-type: none"> ▪ Is direct and honest in their communication with other by providing timely, complete and “actionable” feedback (positive and critical) ▪ 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
Presentation Skills	<ul style="list-style-type: none"> ▪ Effectively presents to a variety of audiences on both uncontroversial and controversial topics ▪ Commands attention and can read the audience, adjusting their approach as needed
Listening	<ul style="list-style-type: none"> ▪ Consistently practices attentive and active listening and demonstrates an ability to accurately reflect the opinions of others even when he/she disagrees ▪ Demonstrates tolerance with people and processes by listening, checking and understanding information before making judgements or acting
Problem Solving	<ul style="list-style-type: none"> ▪ 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. ▪ Conducts high quality and honest analysis of information and data to aid in problem solving
Self-Development	<ul style="list-style-type: none"> ▪ Is personally committed to and actively works to continuously improve self ▪ Understands that different situations may call for different skills and approaches, works to strengths and compensates for weaknesses.

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