



POSITION DESCRIPTION – MARCH 2023

POSITION TITLE:	Assistant Accountant
LOCATION:	FRCS Head Office, Suva
REPORTS TO:	Principal Accountant

THE ORGANIZATION

The Fiji Revenue and 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

An Assistant Accountant Operations is responsible for effectively and efficiently processing payments and performing treasury functions. The Assistant Accountant will provide support to the senior accountant and wider finance team by helping to prepare financial statements, accounts and budgets.

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

ACCOUNTABILITIES

KEY RESULTS AREAS	KEY ACCOUNTABILITIES
Core Duties	<ul style="list-style-type: none"> ▪ Receipting of cash, cheques and direct deposits and updating the receipt register. ▪ Daily extraction of bank statements and verifying transactions. ▪ Arrange depositing of cash and cheques. ▪ Conduct VMS card reader sales. ▪ Run EFT payments twice weekly, printing and delivering of cheques as and when required. ▪ Sending remittances to all suppliers after EFT payments ▪ Conduct Petty cash stocktake on quarterly basis and ensure replenishment is done in a timely manner. ▪ Processing of government rebates and maintaining the rebates register. ▪ General ledger and petty reconciliations ▪ Assist with inventory stocktake ▪ Stamping of payment vouchers and scanning it to a secured drive for future reference ▪ Physical filing of payments vouchers ▪ Extraction of payment vouchers upon request.
Partnership & Customer Service	<ul style="list-style-type: none"> ▪ Ensure that Finance Team consistently delivers the highest standards of internal and external customer service
Stakeholder Management	<ul style="list-style-type: none"> ▪ Support a strong on-going partnership approach to the development of frameworks, supporting initiatives, and delivery

	of support services to leaders across FRCS.
Risk Management & Security	<ul style="list-style-type: none"> ▪ 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. ▪ Support the team with initiatives to have an up-to-date risk management framework is in place linked to FRCS risk management strategies.
Health, Safety, and Wellness	<ul style="list-style-type: none"> ▪ Promote and support initiatives for high standards of Health, Safety and Wellness across FRCS. ▪ Understand and implement your responsibilities and accountabilities with regards to Health Safety and Well-being. ▪ Promote compliance with relevant Occupational Health, and Safety (OHS) obligations and support of health, safety and wellness initiatives.

DELEGATIONS:

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

PERSON SPECIFICATION**ESSENTIAL**

Bachelor's Degree in accounting or related field, good communication and writing skills.

Two to three years' experience in accounting field.

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
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, experience, and judgement to make high quality, timely decisions, and produce ideas and solutions which are accurate. ▪ 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.

Drive For Results	<ul style="list-style-type: none"> ▪ Can be counted on to successfully exceed goals and expectations by consistently be a top performer, continually pushing themselves and others for results
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
Courage 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
Intellectual Horsepower	<ul style="list-style-type: none"> ▪ Is bright and intelligent, and deals with concepts, decision and complex information or situation in an efficient manner. ▪ Is intellectually sharp, capable and agile, and is mentally flexible and patient with process, and the ideas of others.
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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