



Job Title: Finance Assistant

Work Unit: Finance Section, Operations and Management

Location: Suva

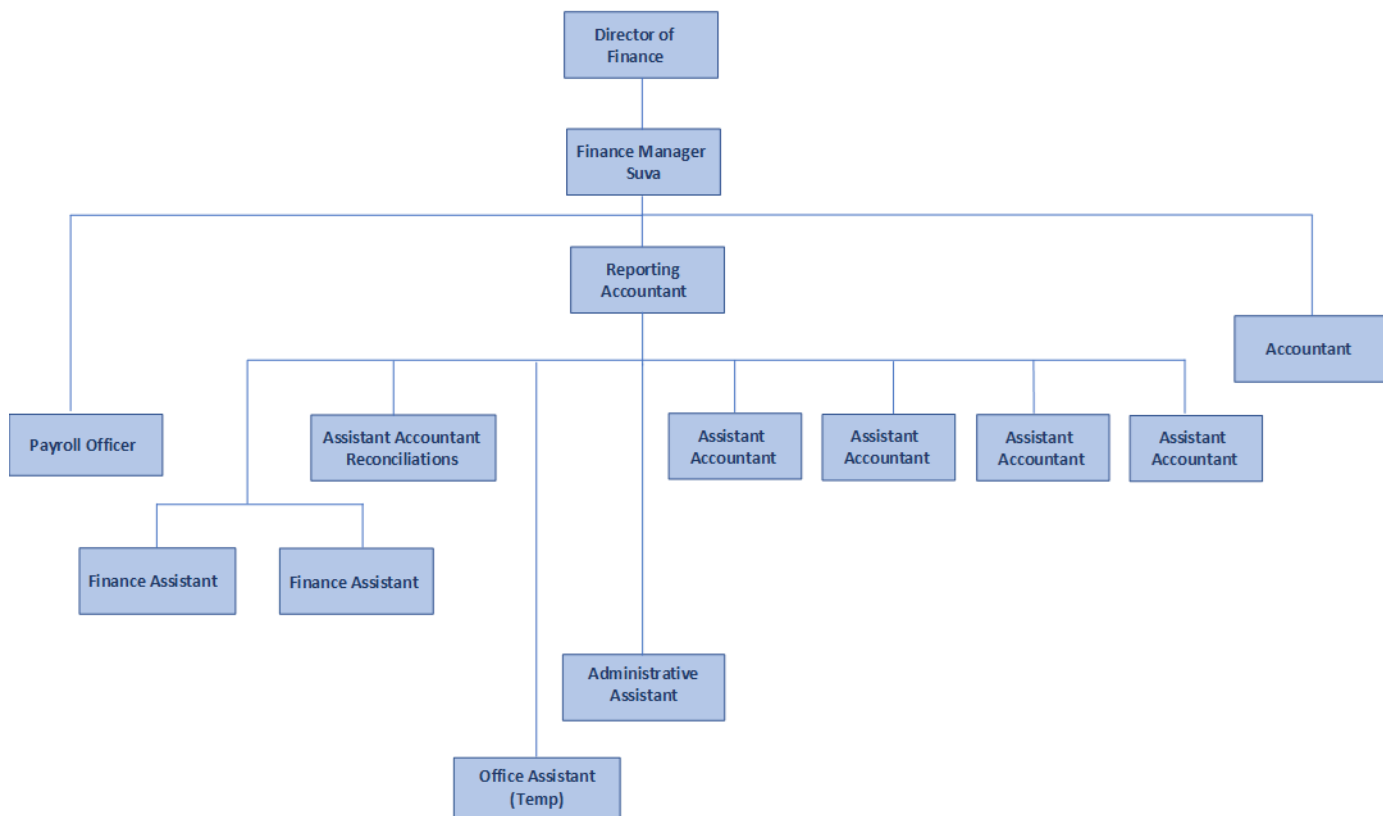
Responsible To: Reporting Accountant - Suva

Responsible For: None

Job Purpose: Process payments, reconciliation of project advances and acquittals, vendor reconciliations and customer invoicing, advance expenses, general ledger posting and petty cash custodianship

Date: December 2022

**Organisation Context:**



## Key Result Areas:

The position of Finance Assistant encompasses the support of the following major functions or Key Result Areas:

1. All payments and over the counter cash receipting (35%)
2. Support to Vendor reconciliations and customer invoicing (25%)
3. General ledger account posting (30%)
4. Other general (10%)

*The requirements in the above Key Result Areas are broadly identified below.*

| <b>Jobholder is accountable for</b>   | <b><i>Jobholder is successful when</i></b>  |
|---|---|
| <b>1. All payments and over the counter cash receipting</b> <ul style="list-style-type: none"> <li>• Review all documentation received from divisions in their request for payments through electronic payment request (EPR) to ensure documentation are complete and standards are met.</li> <li>• Create vendor payments by electronic transfer of funds and as a last resort by cheque in a timely and accurate manner.</li> <li>• Per diem payments to staff and external parties are made in accordance with their request, taking into account subsequent changes in itinerary. Ensure the amounts are calculated correctly where multiple payment methods are used and multiple currencies are involved.</li> <li>• Liaise with foreign SPC banks to make funds transfers to SPC staff and agents for workshops.</li> <li>• Support with postings of Foreign and EFT local payments (including per diem/reimbursement and advances) and support in payroll payments for salaries and PF loans</li> </ul> | <ul style="list-style-type: none"> <li>• Payments are made accurately and on time</li> <li>• Per diems are paid according to requirements and Navision postings are accurate.</li> <li>• Foreign banking for workshops is appropriately facilitated.</li> <li>• Payment postings are accurate and timely</li> <li>• Payroll payments and postings are accurate and timely</li> </ul>  |
| <b>2. Support to Vendor reconciliations and customer invoicing</b> <ul style="list-style-type: none"> <li>• Ensuring supplier invoices are matched with purchase orders and purchase invoices in Navision before posting. This includes performing control checks (eg, purchasing authorisation, GL coding) are complete. Make changes to the orders and invoices where appropriate.</li> <li>• Assist SPC project administrators with Navision purchase and vendor ledger queries</li> <li>• Assist in the management of the Navision system list of purchase orders and invoices by ensuring items are current and accurate.</li> <li>• Post international and local transfer payments on a timely basis. Match all payment amounts to bank statements</li> <li>• File all vendor documents within the office filing system in a timely manner.</li> <li>• Assist with reconciliation of travel service providers, Mobil, and other key vendor invoices and purchase</li> </ul>                               | <ul style="list-style-type: none"> <li>• Limited requests for assistance are received from sections regarding the purchase ledger and requests received are attended to in a timely manner.</li> <li>• Project administrators satisfied with the level of assistance received.</li> <li>• The purchase invoice and order list is no older than 3 months.</li> <li>• Supplier accounts and bank account posting in relation to payments in Navision are up to date</li> <li>• Supplier invoice payments are processed within 1 week after receipt of payment information from the bank for overseas payments.</li> </ul> |

|   |   |
|---|---|
| orders in Navision and ensuring accuracy and payment is processed on time.  |   |
| <b>3. General ledger account posting</b> <ul style="list-style-type: none"> <li>• Post general ledger transactions in relation to cash transactions.</li> <li>• Review own postings into the cashier general ledger accounts each month and ensure remaining transactions represent bona fide outstanding items only. <ul style="list-style-type: none"> <li>• Post any cash or cheque transaction</li> <li>• Post per diems into G/L or staff account depending on the method of payment</li> </ul> </li> <li>• Post all staff account transactions in relation to payments prior to the salary processing.</li> <li>• Process posting for: <ul style="list-style-type: none"> <li>○ TMS: on a daily basis, upload in pdf format under appropriate file to post monthly in PERDIEMPAR (vendor Card) to process by bank transfer payment</li> <li>○ HELPDESK: on a daily basis, upload in pdf format under appropriate file to post in a timely manner the Housing Petty Cash</li> <li>○ TMS: on a daily basis, upload in pdf format under appropriate file to post monthly the CARBON LEVY charge</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• GL posting is done accurately and on time.</li> <li>• Cashier clearing accounts reflect true position at each month-end.</li> </ul>  |
| <b>4. Other General</b> <ul style="list-style-type: none"> <li>• Assist the Finance Assistant Cashier as an alternative to the custodian for local currency petty cash, including the payment of cash. Review request for petty cash payments for reasonableness.</li> <li>• Reconcile petty cash prior to requesting replenishments. Ensure foreign currency petty cash balances reflect current rates.</li> <li>• Assist in providing supporting documentation for annual external and internal audits.</li> <li>• Co-manage the finance helpdesk with other finance team members.</li> <li>• Perform periodic job rotations with other finance support staff.</li> <li>• Perform any other task that may be assigned by the Reporting Accountant or Finance Manager.</li> </ul>  | <ul style="list-style-type: none"> <li>• Sufficient petty cash is maintained at all times.</li> <li>• Payments and receipts are updated into the GL in a timely manner</li> <li>• Signatory list is always correct.</li> <li>• Auditors receive documentation on time.</li> <li>• Helpdesk is kept current</li> </ul> |

#### **Note**

The above performance standards are provided as a guide only. The precise performance measures for the development process of this position will need further discussion between the jobholder and supervisor as part of the performance.

## Work Complexity:

Most challenging duties typically undertaken:

- Dealing with several currencies in relation to a single payment (per diems, advances).
- Finding solutions for staff needs when they require per diems or advances in conditions which are outside the norm.
- Processing per diem requests from 3 different travel management systems. All have different approval procedures.

## Functional Relationships & Relationship Skills:

| Key internal and/or external contacts   | Nature of the contact most typical   |
|---|--|
| <ul style="list-style-type: none"><li>▪ External - suppliers (Local &amp; Foreign), banks, auditors and general public</li><li>▪ Internal - Project Assistants, Other SPC Staff, Finance Team Members, Drivers.</li></ul> | <ul style="list-style-type: none"><li>▪ External - giving/receiving/requesting information, explaining things, resolving minor conflicts or misunderstandings and taking messages.</li><li>▪ Internal - courtesy, giving/receiving/requesting information, explaining things, gaining co-operation, resolving minor issues, and taking messages.</li></ul> |

## Level of Delegation:

Routine Expenditure Budget: *Nil*

Budget Sign off Authority without requiring approval from direct supervisor: *Nil*

## Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

### Qualifications

| Essential:   | Desirable:   |
|--|--|
| <ul style="list-style-type: none"><li>• Minimum tertiary diploma in the areas of business administration, secretarial services, financial management</li></ul> | <ul style="list-style-type: none"><li>• Degree in Accounting</li></ul> |

### Knowledge / Experience

| Essential:   | Desirable:  |
|--|---|
| <ul style="list-style-type: none"><li>▪ At least 3-4 years' work experience in a similar institution or environment</li><li>▪ Demonstrated experience using an accounting software preferably Navision</li><li>▪ Have sound knowledge of MS Word, Excel and the Windows operating environment</li><li>▪ Have good written and oral communication skills</li><li>▪ Have good working relationships with other team members.</li></ul> | <ul style="list-style-type: none"><li>▪ Expert skills in Excel and working knowledge of the Navision accounting system</li><li>▪ Fluency in English and French</li><li>▪ Some experience in an international or similar institution would be desirable.</li></ul> |

## Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

|                   |   |
|-------------------|---|
| Expert level      | <ul style="list-style-type: none"><li>▪ Aptitude for the provision of high quality service;</li><li>▪ Ability to have customer focus to ensure our customers (internal SPC sections) are satisfied with the level of service</li><li>▪ Ability to have expert interpersonal skills to establish and maintain contacts with banks and SPC staff.</li></ul> |
| Advanced level    | <ul style="list-style-type: none"><li>▪ A flexible approach and a willingness to assist with a variety of other tasks within the Secretariat.</li></ul>   |
| Working Knowledge | <ul style="list-style-type: none"><li>▪ A high level of interpersonal skills and cultural sensitivity;</li><li>▪ Ability to set priorities successfully working with minimal supervision;</li><li>▪ Commitment to continuous improvement.</li></ul>   |
| Awareness         | <ul style="list-style-type: none"><li>▪ Ability to work well with the Corporate Services team and with other Secretariat staff;</li><li>▪ Excellent oral and written communication skills;</li><li>▪ Ability to deal with confidential information in a professional manner.</li></ul>  |

## Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Demonstrating Personal Accountability
- Applying Expertise
- Working Together
- Creating Value for Customers
- Communicating Effectively
- Building Excellence
- Providing Leadership (Management Competency)
- Coaching for Performance (Management Competency)

## Personal Attributes

- Pleasant and Cheerful and Motivated
- Ability to work well under pressure and deadlines
- Clear and effective communication skills
- Able to bring positive energy to the Team
- Ability to think on and off your feet
- Ability to sum up the situation and make decisions quickly if required.

## Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.