**FIJI NATIONAL UNIVERSITY**
**JOB DESCRIPTION**

**VISION STATEMENT:**

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

**MISSION STATEMENT:**

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

## 1. POSITION DETAILS

| | |
|---|---|
| Position | : Levy Coordinator |
| Grade | : 2 |
| Incumbent | : |
| Division | : Finance |
| Department | : Levy and Grants |
| Location | : Nasinu |
| Reports to | : **Chief Financial Officer through respective section heads** |

## 2. PURPOSE

The purpose of this position is to collect 1% Levy from Employers in a timely manner.

## 3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Team Leader Levy**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

| Positions Reporting To You | No Of Staff Reporting To Them |
|---|---|
| None | None |

## 4. KEY ACCOUNTABILITIES

1. **Assist with Collection of 1% Levy**:
   - Support the timely collection of the 1% Levy from employers within the assigned list, including contacting employers to remind them of due dates.

2. **Preparation and Dispatch of Self-Assessments and Notices**:
   - Assist in the preparation and timely dispatch of 6-monthly self-assessments and other notices, including final and demand notices for arbitrary calculations.

3. **Customer Assistance and Correspondence**:
   - Provide basic assistance to levy payers regarding levy-related inquiries and escalate complex issues to the Levy Analyst or Team Leader.

4. **Data Entry and Reconciliation**:
   - Perform data entry tasks such as updating employer accounts, preparing reconciliation reports, and assisting with the maintenance of accurate records.

5. **Support in Receipting and Invoicing**:
   - Assist with receipting and invoicing of payments during peak periods, ensuring accurate reflection in the Banner system.

6. **Follow-Up and Reporting**:
   - Conduct follow-ups on outstanding payments and provide regular updates to the Levy Analyst or Team Leader. Prepare and submit basic reports such as age debtors lists.

7. **Record Maintenance**:
   - Ensure all employer records are up-to-date, accurately filed, and maintained, including updating the monthly receipts register and database.

8. **Support Legal Documentation Preparation**:
   - Assist in the preparation and filing of legal documents for defaulting employers and support ROC searches as required.

9. **Routine Administrative Duties**:
   Perform routine administrative tasks such as printing, filing, and maintaining correspondence with employers, ensuring accuracy and timeliness.

10. **Support Special Projects**:
    Provide general support for special projects or other duties as assigned by the supervisor.

## 5. KEY CHALLENGES

- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.

## 6. AUTHORITY LEVEL

| | | |
|---|---|---|
| Operating Expenditure | n/a:……. | |
| Capital Expenditure | n/a | :…… |
| Others | n/a | :…….... |

## 7. QUALIFICATION & EXPERIENCE

Essential:

- A bachelor's degree in accounting, OR bachelor's degree in accounting combined with Economics / Management / Finance, or a related discipline.
- Incumbent must have skills to address issues related to Department and providing all relevant information to meet the required demands.

Desirable

- Some related experience. The incumbent will be provided necessary training.

## 8. KNOWLEDGE & SKILLS

- Computer Knowledge
- Software Knowledge
- To review and write Processes.
- Knowledge on the Levy Order and the Grant Scheme
- Highly organized with ability to multi-tasking
- Ability to work in teams cooperatively and courteously.
- Get well along with people from different social and ethical backgrounds.
- Take initiative to handle work pressure and meet strict deadlines with least supervision.

## 9. WORKING RELATIONSHIP

| **INTERNAL** | **Frequency** |
|---|---|
| Finance Department | Everyday |
| **EXTERNAL** | **Frequency** |
| Levy Customers/ Clients | Everyday |

## 11. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.

## 12. CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.