

**FIJI NATIONAL UNIVERSITY**  
**DIVISION OF FINANCE (LEVY GRANTS DEPARTMENT)**

**VISION STATEMENT:**

The University aims to be the premier university for higher education, technical and vocational education and training, research and development in Fiji and the Pacific region, and to be the national centre of excellence in Fiji for training and productivity.

**MISSION STATEMENT:**

The University shall provide leadership in all intellectual pursuits in higher education, research and development, and the development and acquisition of relevant and quality technical skills in all trades and soft skills that are necessary for development of nations, businesses, and communities.

**1. POSITION DETAILS**

Position : Levy Verification & Compliance Coordinator

Incumbent :

Division : Finance

Department : Levy Grants

Location : Labasa Campus

Reports to : Team Leader Levy

**2. PURPOSE**

The purpose of this position is to verify employer accounts to ensure correct levies are paid by levy payers and non- contributors are introduced to the FNU Levy Order, attend to FNU Compliance process for all employers.

**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

##### **Verification / Levy Compliance Duties:**

##### **Attend to FNU Compliance process**

- Check if the current levy is paid
- Conduct verification and ensure all underpaid levies are cleared before compliance is issued.

##### **Verification of Normal Levy Contributors (NMLs – Method A and B) and Non-Levy Contributors (NLCs)**

- Sending notifications (verification letters/ final reminders/ demand notices).
- Conducting follow ups (by calling, emailing, fax, internet search).
- Carrying out audit of payroll records (inclusion of employer/ customer account reconciliation to offset overpayment against prior underpayments).
- Attend to physical industry visit for Levy verification upon employer's request
- Preparing of verification report
- Updating all underpayment verified invoices into Lecosys
- Preparing journals, register & update system.
- Updating of worksheet, adding file notes in the system and updating system records.
- Collection of outstanding levies from Non-Levy Contributors (NLCs)
- Preparation of instalment agreement for employers facing financial constraints

##### **Doubtful employers & Employers pending documents submission**

- Compile records of Doubtful employer's and refer to Levy Assessor for necessary actions
- Compile records for employers pending submission of verification documents (despite reaching stage of demand notices and multiple follow ups) and refer to Levy Assessor for necessary actions.

##### **Maintaining accuracy in data entry and employer details**

- To keep track of progress on the employers verified
  - Maintaining employer records confidentiality
  - Ensuring correct analysis of period of payment, invoicing & verification status is updated in Lecosys.
- Attend to any other duties as requested by the Supervisor
  - Provide the BEST CUSTOMER SERVICE to all employers.
  - To undertake any other duties/ special projects assigned by the supervisor from time to time.

#### 5. KEY CHALLENGES

- Required to work under minimum supervision
- Availing to work outside working hours when required to meet the Departments objective
- Should be trustworthy and dependable. They should be careful not to compromise their position for personal or professional reasons.
- Ensure prompt feedback to Employers on FNU Levy Order and FNU Compliance queries/requests etc.

## 6. AUTHORITY LEVEL

Operating Expenditure: .....N/A.....

Capital Expenditure: .....N/A.....

Others: .....N/A.....

## 7. QUALIFICATION

### Essential:

- A Bachelor's Degree in Accounting /Economics/Management or any other related discipline. Incumbent must have skills to address issues related to Levy Department and providing all relevant information to meet the required demands.

### Desirable:

- Knowledge of Banner Finance System

## 8. EXPERIENCE

- Some relevant work experience will be an added advantage

## 9. KNOWLEDGE & SKILLS

- Thorough knowledge of the FNU Levy/ Grant Scheme
- Good communication and customer service skills
- Good organizational skills
- Teamwork
- Hands on experience with various computer applications such as Lecosys, Microsoft Excel, Microsoft Word and Outlook
- Problem solving skills
- Having a strong results-focus and achievement orientation. Strong analytical ability, creativity, innovative spirit, persistence in problem solving, attention to details, and passion for excellence.

## 10. WORKING RELATIONSHIP

INTERNAL	Frequency
Levy Department	Daily
Finance Department – Procurement Section	As and when required
NTPC	As and when required

EXTERNAL	Frequency
Employer / Industries	As and when required

## **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.