

**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 : Payments Coordinator  
Grade : 2  
Incumbent :  
Division : Finance  
Department : Management Accounting  
Location : Nasinu  
Reports to : Chief Financial Officer through respective section heads

**2. PURPOSE**

The purpose of this position is collecting, verifying and posting invoices and making regular payments.

**3. ORGANISATION CHART**

Position of Your Immediate Supervisor: **Payments Accountant**

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
Nil	-

**4. KEY ACCOUNTABILITIES**

- Liaise with Creditors, Request for Statements, and Invoices

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JOB DESCRIPTION



• Verifying and Posting invoices in Banner
• Clearing of creditor monthly statements
• Liaising with creditors to sort issues (in case any)
• Ensuring payments are done within the creditor payment term.
• All creditors with aging above 30 days needs to have comments clarifying the reason for aging above 30 days
• Processing Requisitions, Petty Cash, Accountable Advance and Expense Claims
• Analyse commitment report and provide monthly archiving report
• Assisting in External/Internal Audits
• Assist in Compiling and submitting acquittals for projects
• Ensure proper filing of documents
• Take initiative to relieve a team member in times of need / absence
• Encourage team coaching, mentoring and peer support.
• Ensuring compliance with Statutory Regulations and FNU Policies
• Serving customers on daily basis as and when required
• To undertake any other duties/ special projects assigned by the supervisor from time to time.

**5. KEY CHALLENGES**

- Staff needs to be well versed with finance policy and legislative requirements when processing payments
- Staff needs to be well versed with Banner Payments module
- Staff needs to be well versed with FNU's department locations and know Key staffs involved in raising requisition.

**6. AUTHORITY LEVEL**

Operating Expenditure: None

Capital Expenditure: None

Others: None

**7. QUALIFICATION & EXPERIENCE**

**Essential**

- A Bachelor's degree with majors in Accounting or Finance.
- Some relevant experience will be an added advantage.

**Desirable:**

- Knowledge of Student management system, Banner.

**8. KNOWLEDGE & SKILLS**

- Banner

**9. WORKING RELATIONSHIP**

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- Professional Behaviour and work ethics to be maintained at all times.

<b>INTERNAL</b>	<b>Frequency</b>
Staff	As and when required

<b>EXTERNAL</b>	<b>Frequency</b>
Vendors/ banks/ Statutory bodies – FNPF, FRCS	As and when required

**10. JOB DESCRIPTION AND VARIATION TO 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.

**11. CERTIFICATION**

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

Employee Signature .....  
**Ms./Mr.** **Date**

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Signature .....  
**Chief Financial Officer** **Date:**  
**Mr. /Mrs.**

I approve the delegation of responsibilities outlined herein within the context of the attached organisational structure.

Signed: .....  
**Mr. Richard Donaldson** **Date**  
**Director Human Resources**  
**Fiji National University**