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	:	Financial Accountant
Incumbent	:	
Division	:	Finance
Grade	:	6
Department	:	Financial Accounting
Location	:	Nasinu Campus
Reports to	:	Chief Financial Officer through Financial Controller – Revenue & Reporting

2. PURPOSE

The Financial Accountant (Grade 6) plays a critical role in ensuring the financial integrity and sustainability of Fiji National University. The position is responsible for the accurate and timely preparation of financial reports, including audited financial statements, monthly management accounts, and detailed variance analysis reports for colleges and sections of the University.

The incumbent will provide financial support for external audits and assist with research and financial analysis to support decision-making across the University. Additionally, the Financial Accountant will ensure compliance with International Financial Reporting Standards (IFRS) and enhance internal controls to mitigate financial risks.

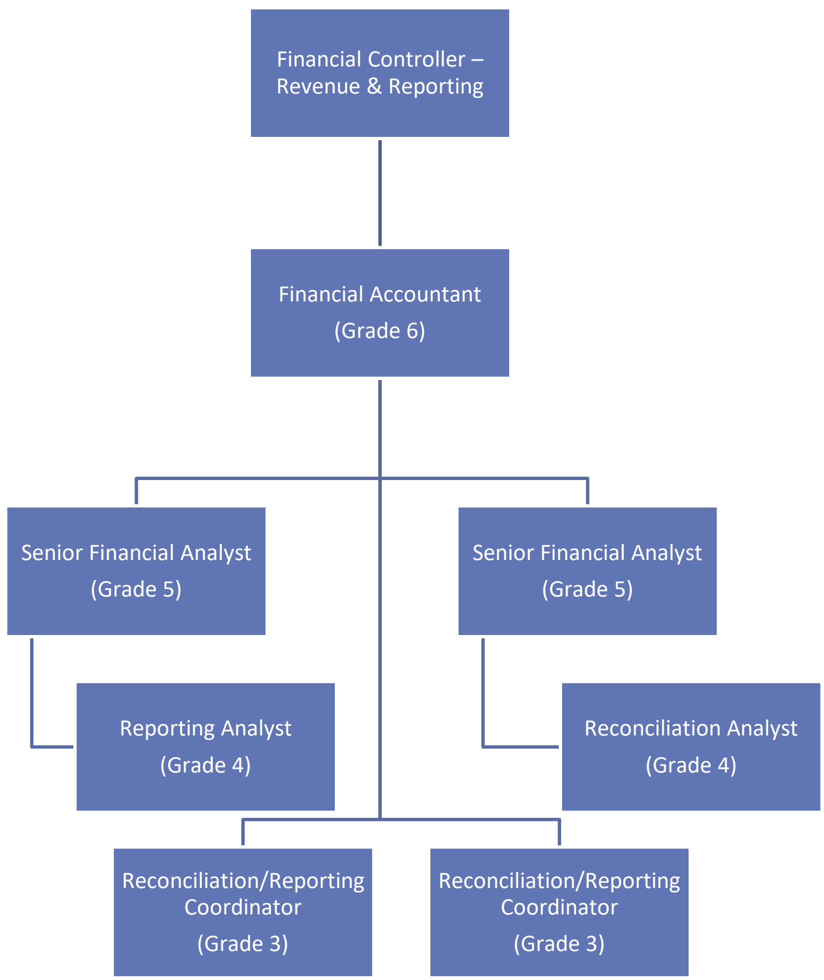
The Financial Accountant is responsible for maintaining the integrity of the general ledger, Chart of Accounts, and financial reporting structures, ensuring that financial transactions are accurately recorded and appropriately classified. The role also oversees treasury and banking activities, including cash flow monitoring, banking administration, and the execution of banking transactions in accordance with approved mandates and delegated authorities.

The job holder is expected to engage with stakeholders to discuss financial and budgetary aspects of their operations, providing accurate financial advice and ensuring compliance with the University's policies and procedures in verifying and endorsing expenditures. The role also involves leading the performance management of the Financial Accounting unit, coaching and mentoring staff to achieve key performance indicators (KPIs), and identifying opportunities for staff development and training.

As a senior member of the Finance Division, the Financial Accountant provides leadership, guidance, coaching, and performance management support to staff within the Financial Accounting Unit, fostering a culture of accountability, continuous learning, customer service, and high performance.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Financial Controller – Revenue & Reporting



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
6	2

4. KEY ACCOUNTABILITIES

Key Result Areas (Jobholder is responsible for)	Performance Measures (Jobholder is successful when)
Preparation of Audited Financial Statements (25%)	
• Lead the preparation of the University's annual financial statements and related disclosures in compliance with IFRS. • Liaise with external auditors to ensure timely completion of audits. • Coordinate the year-end financial reporting process and ensure the timely completion of statutory reporting requirements. • Address audit queries and implement recommendations to strengthen financial controls.	• Annual financial statements are prepared accurately and submitted within the required timeframe. • Financial statements comply with IFRS and applicable regulatory requirements. • Audit queries are addressed promptly, and audit recommendations are implemented effectively. • Financial statements meet IFRS and regulatory compliance requirements.
Financial Reporting, Council Papers and Month-End Processes (20%)	
• Prepare monthly management accounts and variance analysis reports for colleges and sections. • Ensure timely and accurate completion of month-end procedures, including general ledger reconciliations. • Coordinate month-end and year-end close processes, including review of journals, reconciliations, accruals, prepayments, and general ledger balances. • Maintain the integrity of the general ledger, Chart of Accounts, and financial reporting structures to ensure financial transactions are accurately recorded and appropriately classified. • Provide insights into financial performance to support decision-making. • Assist in the preparation of financial reports and documentation for Council and Sub-Committee meetings to support governance decision-making.	• Monthly reports are accurate, consistent, and submitted on time. • Financial reports and documentation for FNU Council and Sub Committee meetings are prepared accurately and submitted on time. • General ledger reconciliations completed and reviewed in a timely manner. • Financial data provided to stakeholders is relevant, reliable, and actionable.
Technical Accounting, IFRS and Regulatory Compliance (15%)	
• Provide expert technical accounting leadership on complex and non-routine transactions. • Assess the impact of new and revised IFRS standards, legislation and regulatory requirements on the University's operations and financial reporting.	• Technical accounting issues are identified, assessed, and resolved appropriately. • New accounting standards are implemented within prescribed timeframes. • Accounting treatments are fully compliant with IFRS and regulatory requirements. • Audit queries relating to technical accounting matters are resolved promptly.

• Provide expert advice to the Financial Controller on accounting, financial reporting, and audit-related matters. • Ensure compliance with IFRS, relevant legislation, and University financial policies. • Coordinate responses to technical accounting queries raised by auditors and regulators	• Financial advice supports sound decision-making and minimizes compliance risk. • Regulatory changes are implemented effectively with minimal disruption.
Treasury and Banking Functions (20%)	
• Manage the University's day-to-day banking, treasury and investment administration activities. • Prepare and facilitate banking instructions, account maintenance documentation, and signatory changes for approval by authorised officers. • Liaise with financial institutions and maintain banking records and mandates. • Monitor cash flow and investment balances and provide regular reports to the Financial Controller. • Monitor cash flow levels and assist in managing liquidity requirements. • Ensure the accurate recording and reconciliation of banking transactions. • Support the Financial Controller in treasury planning and cash management activities.	• Banking and treasury activities are effectively managed. • Banking instructions and account administration requests are prepared and submitted without error., • Banking mandates and signatory records are maintained accurately and remain current. • Cash flow positions are accurately monitored and reported to support decision-making. • Banking reconciliations are completed accurately and on time. • Investments are managed in accordance with approved policies.
Internal Controls and Policy Development (10%)	
• Develop and maintain effective internal control structures for financial processes. • Assist in writing and updating the University's financial policies, procedures and guidelines. • Monitor compliance with financial policies and recommend corrective actions where required. • Support the management of financial reporting risks and governance initiatives.	• Internal controls are robust and minimize financial risks. • Policies and procedures are reviewed and updated regularly to reflect regulatory changes. • Compliance audits report minimal issues related to internal controls.
Stakeholder Engagement, Advisory Support, and Customer Service (10%)	
• Provide timely and professional financial advice to the Financial Controller and other University stakeholders. • Develop and maintain effective working relationships with Colleges, Sections, Committees, external auditors, regulatory bodies, financial institutions, and other stakeholders. • Respond to financial queries and provide practical solutions to financial reporting and compliance issues.	• Stakeholder feedback indicates satisfaction with financial reporting support. • Financial queries are resolved accurately and within agreed service timeframes. • Financial advice supports informed decision-making and compliance. • Training initiatives improve staff understanding of financial policies and procedures. • Positive working relationships are maintained with key stakeholders.

• Facilitate training and awareness sessions on accounting standards, financial policies, systems, and procedures. • Promote a customer-focused culture within the Finance Division.	

5. KEY CHALLENGES

- Ensure the timely and accurate preparation of financial statements.
- Driving compliance with financial policies and IFRS in a diverse and evolving institution.
- Addressing discrepancies in financial records and resolving audit issues efficiently.
- Decision making in an environment of high level of ambiguity and resistance Heads of Colleges/Divisions to accept change.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.

6. Complexity

The most complex aspects of the Financial Accountant role include:

(i). **Preparation of Audited Financial Statements:**
- Requires an in-depth understanding of IFRS and the ability to manage the audit process, address complex queries, and ensure compliance.
- Coordinating year-end reporting and managing audit deliverables within tight timeframes.

(ii). **Financial Analysis and Reporting:**
- Involves analysing financial data to provide actionable insights for senior management, requiring advanced analytical and problem-solving skills.

(iii). **Internal Controls and Risk Management**:
- Ensuring that financial processes are secure and compliant with internal and external requirements, which involves continuous monitoring and improvement.

7. Problem Solving

(i). **Challenging Problems to Solve:**
- Resolving complex accounting and financial reporting issues.
- Investigating and resolving significant reconciliation differences and financial discrepancies.
- Addressing technical accounting matters raised by auditors and regulators.
- Identifying process improvements to enhance reporting efficiency and control effectiveness.
- Managing competing priorities and reporting deadlines.

(ii). **Issues to Escalate:**
- Significant financial irregularities or suspected fraud.
- Material accounting issues with potential financial statement impact.
- High-risk audit findings requiring management intervention.

- Significant breaches of financial policy or regulatory requirements.
- Material financial reporting risks affecting compliance or governance

8. AUTHORITY LEVEL

- Approve financial transactions as per the University's financial delegation policy.
    - Operating Expenditure : As per Section 3.2 & 3.3 of The Scheme of Financial Delegations
    - Capital Expenditure : Nil
    - Others : Approve Journals
- Act as an authorised bank signatory in accordance with approved banking mandates and delegated authorities.
- Maintenance of the University Chart of Accounts
- Make recommendations on financial policy updates and internal controls.
- Oversee financial reporting processes and ensure compliance with relevant standards.

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9. QUALIFICATION & EXPERIENCE

Essential

- Bachelor's Degree in Accounting, Commerce (Accounting)
- At least 5 years relevant work experience in combined financial/management accounting roles.
- Provisional member of FICA or working towards or holding full membership of a relevant professional accounting body.
- Demonstrated knowledge and application of International Financial Reporting Standards (IFRS) and financial reporting requirements.
- Strong understanding of financial management, internal controls, governance, and regulatory compliance within a complex organizational environment.
- Proven experience in preparing annual financial statements, management reports, and supporting external and internal audit processes.
- Advanced proficiency in accounting systems and Microsoft Excel, with strong analytical and problem-solving skills.

Desirable

- Minimum of 3 years' experience in financial reporting, including preparation of statutory financial statements and disclosure requirements.
- Previous experience in the higher education sector or another large, complex, and multi-faceted organization.
- In-depth knowledge of IFRS, public sector accounting requirements, and emerging developments in financial reporting standards.
- Experience with ERP systems and business intelligence/reporting tools.

10. KNOWLEDGE & SKILLS

- Demonstrated experience in supervisory and leadership roles at middle management level.
- Excellent oral and written English language skills.
- Competency in using MS Word, MS Excel, and accounting software in a computerized General Ledger environment.
- Experience in effective monitoring of work performance of individuals and teams delivering financial management services.
- Strong skills in financial management of aid/grant and project funds, including bank reconciliations and preparation of financial reports.
- Strong organizational skills with a results-focused attitude.
- Experience in managing multiple activities within tight deadlines.
- Consultative and customer-focused approach to problem-solving.

11. WORKING RELATIONSHIP

INTERNAL	**Frequency**
Department Managers and staff	Daily
University Academic and Support staff	Daily
EXTERNAL	**Frequency**
• Internal/External Auditors • Financial Institutions • Government Ministries • HECF	As and when required

12. 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.