

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

## 2. PURPOSE

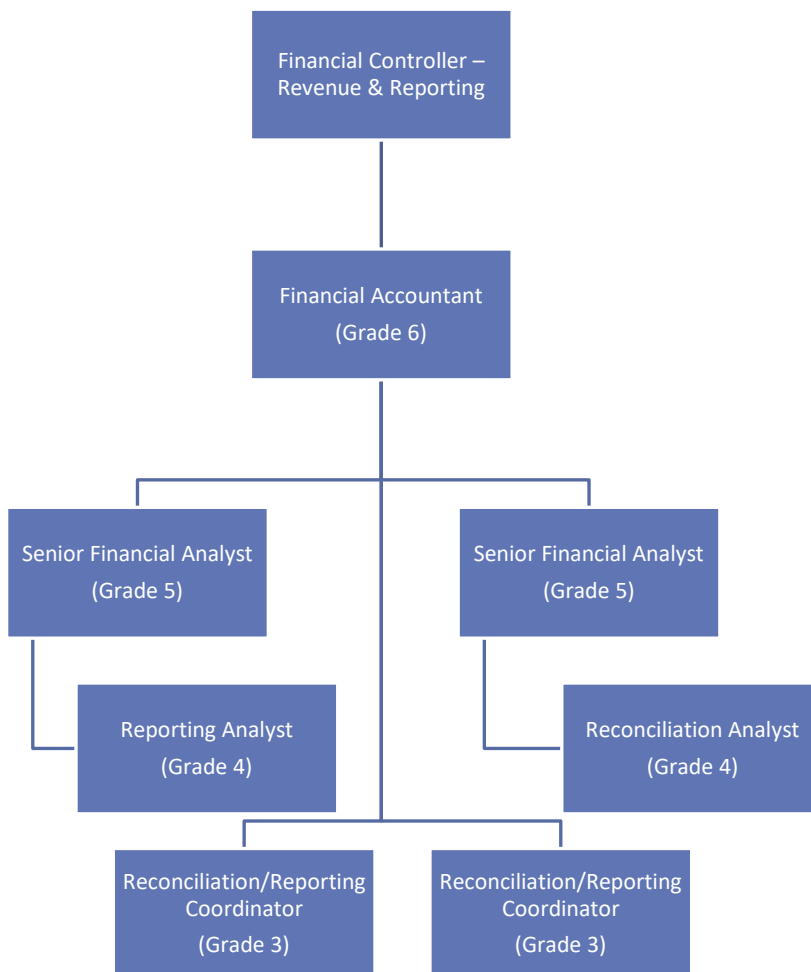
The Financial Accountant (Grade 6) plays a critical role in ensuring the financial integrity and sustainability of Fiji National University. The position is responsible for the accurate and timely preparation of financial reports, including audited financial statements, monthly management accounts, and detailed variance analysis reports for colleges and sections of the University. The role requires the coordination and consolidation of the University's annual budget process and the provision of financial advice to stakeholders on budgetary allocations, variances, and compliance with financial regulations and policies.

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 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.

### 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)
<b>Preparation of Audited Financial Statements (25%)</b>	
<ul style="list-style-type: none"> <li>Lead the preparation of the University's annual financial statements in compliance with IFRS.</li> <li>Liaise with external auditors to ensure timely completion of audits.</li> <li>Address audit queries and implement recommendations to strengthen financial controls.</li> </ul>	<ul style="list-style-type: none"> <li>Annual financial statements are prepared accurately and submitted within the required timeframe.</li> <li>Audit queries are addressed promptly, and audit recommendations are implemented effectively.</li> <li>Financial statements meet IFRS and regulatory compliance requirements.</li> </ul>
<b>Financial Reporting, Council Papers and Month-End Processes (20%)</b>	
<ul style="list-style-type: none"> <li>Oversee the preparation of monthly management accounts and variance analysis reports for colleges and sections.</li> <li>Ensure timely and accurate completion of month-end procedures, including general ledger reconciliations.</li> <li>Provide insights on financial performance to support decision-making.</li> <li>Assist in the preparation of financial reports and documentation for Council and Sub-Committee meetings to support governance decision-making.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly reports are accurate, consistent, and submitted on time.</li> <li>Financial reports and documentation for FNU Council and Sub Committee meetings are prepared accurately and submitted on time.</li> <li>General ledger reconciliations are completed with minimal discrepancies.</li> <li>Financial data provided to stakeholders is relevant, reliable, and actionable.</li> </ul>
<b>Budget Monitoring, Reporting and Compliance (20%)</b>	
<ul style="list-style-type: none"> <li>Provide financial support to departments in monitoring their budget performance, including identifying variances and recommending corrective actions.</li> <li>Prepare and submit budget utilization and variance reports for colleges and departments.</li> <li>Ensure compliance with approved budget allocations and University financial policies.</li> <li>Assist in reviewing and validating budget submissions to ensure accuracy and consistency with University's guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Budget variance reports are accurate and submitted on time to relevant stakeholders.</li> <li>Departments are provided with actionable insights to manage their budgets effectively.</li> <li>Instances of non-compliance with financial policies are minimized.</li> <li>Budget-related queries from departments are resolved promptly and accurately.</li> </ul>
<b>Treasury and Banking Functions (10%)</b>	
<ul style="list-style-type: none"> <li>Manage the University's banking and treasury functions, including investments and cash flow management.</li> <li>Ensure accurate posting of transactions and maintain the chart of accounts.</li> </ul>	<ul style="list-style-type: none"> <li>Banking and treasury activities are efficiently managed.</li> <li>Cash flow is monitored and optimized.</li> <li>The chart of accounts is maintained accurately and updated as required.</li> </ul>
<b>Internal Controls and Policy Development (5%)</b>	

**FIJI NATIONAL UNIVERSITY  
JOB DESCRIPTION**

<ul style="list-style-type: none"> <li>Develop and maintain effective internal control structures for financial processes.</li> <li>Assist in writing and updating the University's financial policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Internal controls are robust and minimize financial risks.</li> <li>Policies and procedures are reviewed and updated regularly to reflect regulatory changes.</li> <li>Compliance audits report minimal issues related to internal controls.</li> </ul>
<b>Project and Grant Accounting (5%)</b>	
<ul style="list-style-type: none"> <li>Provide financial oversight for special projects and research grants.</li> <li>Ensure accurate reporting and acquittals for government grants and other funded projects.</li> </ul>	<ul style="list-style-type: none"> <li>Project and grant accounts are accurately maintained.</li> <li>Reporting deadlines for grants are met.</li> <li>Financial reports for projects are clear, comprehensive, and compliant with grant agreements.</li> </ul>
<b>Stakeholder Engagement and Training (5%)</b>	
<ul style="list-style-type: none"> <li>Conduct regular meetings with department heads to discuss financial performance and compliance.</li> <li>Provide training to finance staff on new accounting standards, systems, and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder feedback indicates satisfaction with financial reporting support.</li> <li>Finance staff demonstrate increased competency in financial processes.</li> <li>Training sessions are delivered on schedule and meet learning objectives.</li> </ul>
<b>Regulatory Compliance and Updates (5%)</b>	
<ul style="list-style-type: none"> <li>Monitor new pronouncements of accounting standards and regulatory changes.</li> <li>Ensure timely implementation of regulatory updates across financial processes.</li> </ul>	<ul style="list-style-type: none"> <li>Regulatory updates are tracked, and changes are implemented without delay.</li> <li>Financial processes remain compliant with IFRS and other relevant standards</li> </ul>
<b>Stakeholder Engagement, Advisory Support, and Customer Service (5%)</b>	
<ul style="list-style-type: none"> <li>Conduct regular meetings with department heads to discuss financial performance and compliance.</li> <li>Provide training to finance staff on new accounting standards, systems, and procedures.</li> <li>Provide timely and accurate financial advice to the Financial Controller on accounting and auditing matters.</li> <li>Deliver quality customer service to both internal and external stakeholders, addressing financial queries and providing solutions.</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder feedback indicates high satisfaction with financial reporting and advisory support.</li> <li>Financial queries are resolved promptly and accurately, with minimal escalations.</li> <li>Financial advice provided to the FC-RR supports informed decision-making and compliance.</li> <li>Staff training sessions are delivered on schedule, with measurable improvements in staff competency.</li> </ul>

## 5. KEY CHALLENGES

- Ensuring timely and accurate financial reporting in a complex organizational structure.
- 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.
- (ii). **Financial Analysis and Reporting:**
  - Involves analyzing 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 discrepancies between bank statements and general ledger accounts.
  - Addressing complex audit queries and implementing recommendations.
  - Providing accurate financial forecasts and managing cash flow effectively.
- (ii). **Issues to Escalate:**
  - Significant financial discrepancies or irregularities that may impact compliance.
  - High-risk audit findings requiring policy changes or management decisions.
  - Major variances in financial performance requiring strategic intervention

## 8. AUTHORITY LEVEL

- Approve financial transactions as per the University's financial delegation policy.
  - Operating Expenditure : As per Section 3.2 & 3.3 of Scheme of Financial Delegations
  - Capital Expenditure : Nil
  - Others : Approve Journals
- Make recommendations on financial policy updates and internal controls.
- Oversee financial reporting processes and ensure compliance with relevant standards.

## 9. QUALIFICATION & EXPERIENCE

### Essential

- Degree in Accounting/Financial Management
- At least 5 years relevant work experience in combined financial/management accounting roles.
- Affiliate/provisional or working towards or holding full membership of a relevant professional accounting body.
- Knowledge of the financial management context within which the University operates.

**Desirable**

- Working experience in a higher education setting,
- In-depth knowledge of IFRS and financial reporting processes.

**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**

<b>INTERNAL</b>	<b>Frequency</b>
Department Managers and staff	Daily
University Academic and Support staff	Daily
<b>EXTERNAL</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>• Internal/External Auditors</li> <li>• Financial Institutions</li> <li>• Government Ministries</li> <li>• FHEC</li> </ul>	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.