

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 Analyst-Project

Grade : 4

Incumbent :

Division : Finance

Department : Management Accounting

Location : Nasinu Campus

Reports to : Chief Financial officer through section heads

2. PURPOSE

The purpose of this position is to reconcile vendor accounts and make regular vendor 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
Payments Coordinator	2

4. KEY ACCOUNTABILITIES

• Liaise with Creditors, request for statements, Perform creditor reconciliations and prepare payments
• Preparing of Cheques and Bank Transfers
• Clearing of creditor monthly statements
• Liaising with creditors to sort issues (in case any)
• Ensuring payments are done within the creditor payment term.
• To ensure that monthly creditor aging report is provided to Accountant for review
• All creditors with aging above 30 days needs to have comments clarifying the reason for aging above 30 days
• Provide analysis report of expenditures with recommendation
• Ensure to get appropriate clearance done before Vendor payment (FRCS, RBF).
• Analyse commitment report and provide monthly archiving report
• Assisting in External/Internal Audits
• Clearing of Utility Bills and Rents
• Submission of Accruals in a timely manner
• Liaising with External Stakeholders (FRCS, RBF, Commercial Banks, Ministry of Economy, FICAC, FNPF)
• Compiling and submitting of acquittal 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 at the counter for queries
• Timely submission of FNPF Data
• To undertake any other duties/ special projects assigned by the supervisor from time to time.

5. KEY CHALLENGES

- 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. AUTHORITY LEVEL

Operating Expenditure: None

Capital Expenditure: None

Others: None

7. QUALIFICATION & EXPERIENCE

- Bachelor's degree with majors in Accounting
- 2 years of relevant work experience in finance

8. KNOWLEDGE & SKILLS

- Knowledge of Student management system, Banner.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Staff	As and when required

EXTERNAL	Frequency
Vendors/ banks/ Statutory bodies – FNPf, FRCS	As and when required

10. 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.