

#### 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   | : Reporting Analyst                                               |
| Incumbent  | :                                                                 |
| Division   | : Finance                                                         |
| Grade      | : 4                                                               |
| Department | : Financial Accounting                                            |
| Location   | : Nasinu Campus                                                   |
| Reports to | : <b>Chief Financial Officer through respective section heads</b> |

### 2. PURPOSE

The purpose of this position is to

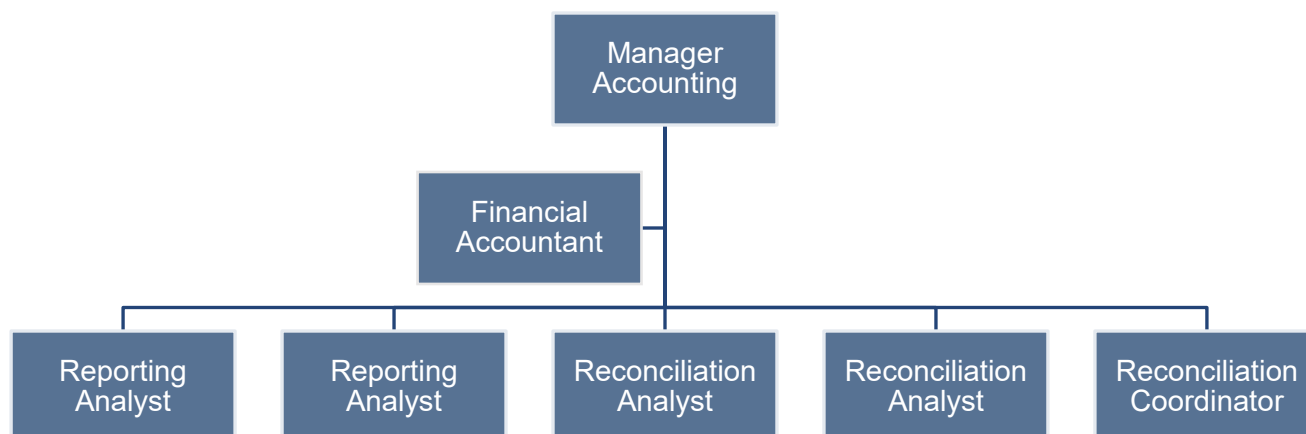
- assist in preparation of management accounts and year-end financial statements.
- maintenance of chart of accounts and preparation of general ledger and bank reconciliations
- maintenance of all bank accounts and all other financial assets such as held to maturity investments and shares.

### 3. ORGANISATION CHART

Position of Your Immediate Supervisor: Manager Accounting through Financial 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.

**FIJI NATIONAL UNIVERSITY  
JOB DESCRIPTION**



| Positions Reporting To You | No Of Staff Reporting To Them |
|----------------------------|-------------------------------|
| N/A                        | N/A                           |

#### 4. KEY ACCOUNTABILITIES

| Key Result Areas <i>(Jobholder is responsible for)</i>                                                                                                                                                                                                                          | Performance Measures <i>(Jobholder is successful when)</i>                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assist in preparation of monthly management reports: <ol style="list-style-type: none"> <li>Investment schedule</li> <li>Fees Allocation</li> <li>Provision for impairment.</li> <li>Internal transfer</li> <li>Any other report/task assigned by Manager Accounting</li> </ol> | <ul style="list-style-type: none"> <li>Accurate &amp; quality schedules prepared before 3rd working days of the month</li> <li>Manager Accounting satisfaction on quality of detailed schedules/reports/tasks.</li> </ul> |
| Ensuring all allocated reconciliations is done on a timely basis and is of high quality.                                                                                                                                                                                        | No/minimal management letter issues on reconciliations as per audit.                                                                                                                                                      |
| Assist in preparation of Full year Financial Statements                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Accurate and quality reconciliations of GL allocated.</li> <li>Accurate and quality FS notes prepared within the time frame specified</li> </ul>                                   |

**FIJI NATIONAL UNIVERSITY  
JOB DESCRIPTION**

|                                                                                                                                                                                                       |                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assist in maintenance of Chart of Accounts.                                                                                                                                                           | <ul style="list-style-type: none"> <li>Accurate accounting/coding of income, expenses, assets and liabilities. Errors identified to be corrected before next month end.</li> </ul> |
| <p>Audit Comments</p> <ul style="list-style-type: none"> <li>Assist Financial Accountant to compile audit response as per need.</li> <li>Provide all required information to the auditors.</li> </ul> | <ul style="list-style-type: none"> <li>Timely</li> <li>Accurate</li> <li>Understandable</li> </ul>                                                                                 |
| <ul style="list-style-type: none"> <li>To undertake any other duties/ special projects assigned by the supervisor from time to time.</li> </ul>                                                       |                                                                                                                                                                                    |

## 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.
- Ensuring compliance with International Financial Reporting Standards.

## 6. **AUTHORITY LEVEL**

Operating Expenditure: Nil

Capital Expenditure : Nil

Others : Nil

## 7. **QUALIFICATION**

### Essential

Bachelor's Degree in Accounting and Finance or Management and Public Administration or Economics or Information Systems.

### Desirable

Member of a professional Accounting body.

## 8. EXPERIENCE

### Essential

- Have at least 2-3 years' experience in relevant field of Accounting and Finance.
- Be well versed with University Accounting

### Desirable

- Proficient with Microsoft packages such as Microsoft excel, word, PowerPoint, access, etc
- Excellent oral and written communication and presentation skills
- Knowledge of BANNER system
- Member of a professional accounting body.

## 9. KNOWLEDGE & SKILLS

The following levels would typically be expected for the 100% fully effective level:

### Expert level

- Should possess excellent communications skills while dealing with other team members and staff members of other departments.
- High level of planning and organising skills

### Advanced level

- High level of independence

### Working level

- Team player
- Able to meet deadlines

### Awareness level

- Manage time well and be punctual to work

## 10. WORKING RELATIONSHIP

| INTERNAL                           | Purpose                                                                                                         | Frequency     |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------|
| Team members within Finance        | To supervise and maintain team bonding and for timely and accurate solutions to queries and matters of concern. | Daily         |
| Staffs of other departments of FNU |                                                                                                                 | Daily/Monthly |

| EXTERNAL                         | Purpose                                                               | Frequency            |
|----------------------------------|-----------------------------------------------------------------------|----------------------|
| Auditors                         | Help auditors with their issues and assist in timely audit responses. | Yearly/Ad hoc        |
| Banks and Financial Institutions | Liaison and account maintenance                                       | 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.