

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 & Reconciliation Coordinator
Grade	: 3
Division	: Finance
Department	: Financial Accounting
Location	: Nasinu Campus
Reports to	: Chief Financial Officer through respective section heads

2. PURPOSE

The Reporting & Reconciliation Coordinator plays a typical role in maintaining Financial Accuracy, ensuring that financial data is aligns across various systems and assist in preparing reports for Colleges and Division. This role requires Strong Excel or spreadsheet skills for managing and analyzing data, Attention to detail to identify errors or discrepancies in financial data, Analytical skills to interpret financial data and the ability to work collaboratively with various Colleges and Department.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **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.

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

4. KEY ACCOUNTABILITIES

1. Reconciliation Support and Financial Accuracy

- Perform routine reconciliations of designated accounts (e.g bank, petty cash, student receivables etc) accurately and within set timelines.
- Identify, investigate, and resolve discrepancies in financial data to ensure accurate reporting.
- Maintain proper documentation for all reconciliations in accordance with SOPs.
- Escalate discrepancies or unresolved items to the Financial Accountant for review.
- Verify correct tagging of General Ledger codes during transaction reviews.

2. Reporting and Data Preparation

- Assist Analysts with formatting and compiling monthly and quarterly financial reports (e.g., college summaries, variance reports).
- Conduct basic checks on data completeness and accuracy before submission.
- Organize and maintain reporting files and templates for easy access and audit readiness.

3. Audit and Compliance Support

- Provide accurate and complete documentation required during internal or external audits.
- Ensure reconciliation schedules, supporting files, and tagging reports are audit-ready and compliant with policies.

4. Support to Colleges and Divisions

- Work closely with finance, accounting, and operational teams to ensure data accuracy and completeness across all systems.
- Communicate reconciliation issues or discrepancies clearly to stakeholders and ensure timely resolution.
- Participate in meetings with Colleges and Divisions to understand their needs and provide relevant feedback.
- Follow up on outstanding information and provide general support to finance users.
- Escalate policy or technical issues to Financial Accountant as needed.

5. Collaborative and Process Improvement

- Work collaboratively with team members to maintain consistency and compliance with SOPs.
- Identify gaps in task workflows and suggest small-scale improvements to the Financial Accountant.

6. Administrative and Other Duties

- Assist with administrative tasks and assigned projects under the direction of the Financial Accountant.
- Provide backup support for colleagues during peak periods or staff absences.

7. KEY CHALLENGES

- Managing repetitive tasks accurately under time constraints.
- Understanding system rules for GL tagging and applying them consistently.

8. AUTHORITY LEVEL

Operating Expenditure.....NA.....

Capital ExpenditureNA.....

OthersNA.....

9. QUALIFICATION & EXPERIENCE

Essential:

- Bachelor's degree in accounting or finance.
- At least 1-year experience in Financial Reporting

Desirable:

- Experience working with ERP systems such as Banner.

10. SKILLS & ATTRIBUTES

- Proficiency in Microsoft Excel (e.g., formatting, VLOOKUP, basic formulas).
- Strong attention to detail.
- Good communication and interpersonal skills.
- Willingness to learn and follow structured processes.
- Reliable and well-organized.

11. WORKING RELATIONSHIP

INTERNAL	Frequency
Analysts, Senior Analysts, Financial Accountant Department/College Admin Staff	Daily basis

EXTERNAL	Frequency
Financial Controller, Chief Financial Officer	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.