

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 : Revenue Coordinator

Grade : 2

Incumbent :

Division : Finance

Department : Revenue and Debt Management

Location : Nasinu Campus

Reports to : **Chief Financial Officer through respective section heads**

**2. PURPOSE**

To operate effectively as part of a team of technical, administrative and academic colleagues in order to facilitate the department services that ensures the smooth and efficient flow of the University's business and operations through consultations with Manager/ Director. The Officers responsible to perform day to day operations of the department.

More specifically, the incumbent is responsible for the operations, process and procedures and carrying out duties assigned to relevant to his/her position. The specific tasks will be assigned by your immediate Supervisor.

**3. ORGANISATION CHART**

Position of Your Immediate Supervisor: **Team Leader Revenue & Debt Management**

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**

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<ul style="list-style-type: none"> <li>• Provide full support and coordination services to the Revenue &amp; Debt Team.</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinating with Customer (attending to student queries on counter, via emails).</li> </ul>
<ul style="list-style-type: none"> <li>• Check and verify banking and go for bank run when required.</li> </ul>
<ul style="list-style-type: none"> <li>• Process payment plan in coordination with relevant stakeholders.</li> </ul>
<ul style="list-style-type: none"> <li>• Follow up on student debt and provide fortnightly reports on collection and action taken.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist in tagging when required.</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinating student De-registration and facilitate graduation finance clearance.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain records for debtors both soft and hard copies.</li> </ul>
<ul style="list-style-type: none"> <li>• Processing transfers &amp; adjustments.</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

Refer to KPI.

## 6. AUTHORITY LEVEL

Operating Expenditure	:	N/A
Capital Expenditure	:	N/A
Others	:	N/A

## 7. QUALIFICATION & EXPERIENCE

### Essential

- A Bachelor's degree with majors in Accounting or Finance.
- Some relevant experience will be an added advantage.

### Desirable:

- Knowledge of Student management system, Banner.

## 8. KNOWLEDGE & SKILLS

- Good Customer services skills
- Good interpersonal skills
- Being highly organized

#### 9. WORKING RELATIONSHIP

	Frequency
<b>INTERNAL</b>	
Staff and students	Daily basis
<b>EXTERNAL</b>	
Sponsors and Other stakeholders	When required

#### 10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as a 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.