

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	:	Senior Financial Analyst
Grade	:	5
Division	:	Finance
Department	:	Financial Accounting
Location	:	Nasinu Campus
Reports to	:	Chief Financial Officer through respective section heads

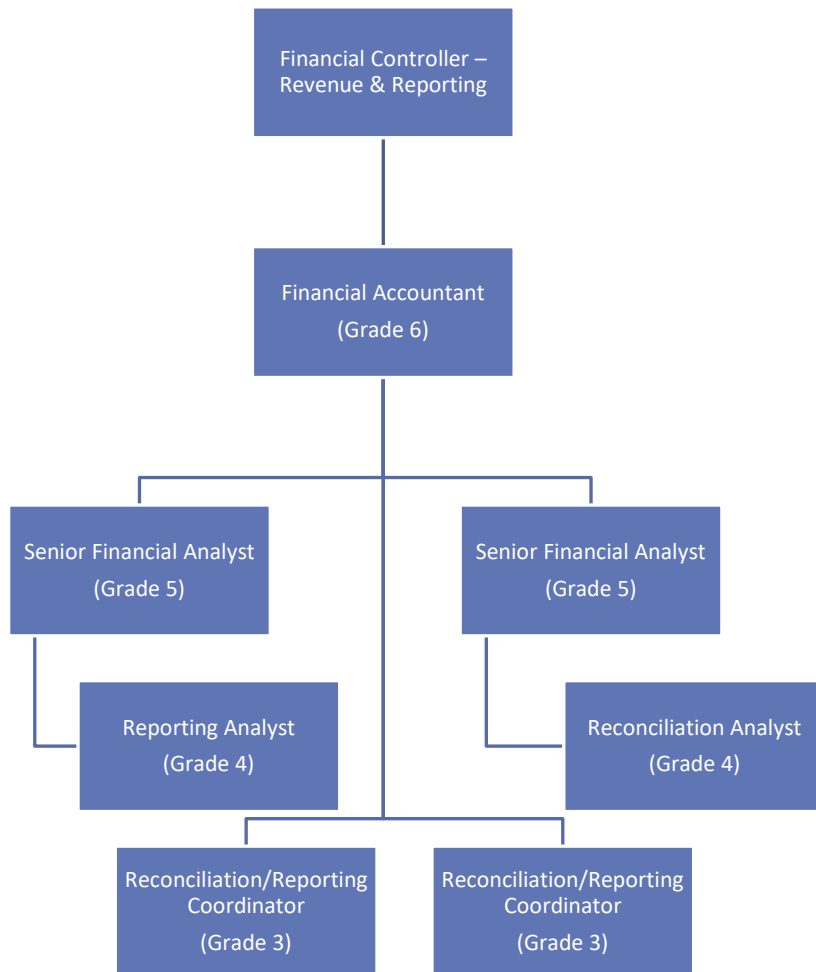
2. PURPOSE

The purpose of this position is to lead and oversee the reconciliation of complex bank and ledger accounts, ensure timely and accurate month-end closing, and contribute to the preparation, analysis, and audit of financial statements. This role plays a critical part in driving financial process improvements and providing strategic insights to support the university's financial integrity and compliance.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Financial Accountant**

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**



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
1	0

4. KEY ACCOUNTABILITIES

Key Result Areas <i>(Jobholder is responsible for)</i>	Performance Measures <i>(Jobholder is successful when)</i>
Lead Reconciliation Processes	Ensures complex reconciliations (e.g., intercompany, high-volume transactions) are completed accurately and on time, with no/minimal management letter issues identified during audits.
Oversight of Month-End Reconciliation Tasks	Coordinates with relevant teams to ensure all reconciliation tasks are finalized and discrepancies resolved before the month-end close, maintaining high-quality and accurate financial data.

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Data Integrity and Reporting Support	Provides in-depth analysis and validation of financial data, ensuring consistency and integrity across various different Banner Modules before reports are generated by the accounting team.
Reporting	Preparation of Monthly Management Account-College Variance Report and assist in preparation of Consolidated Financial Report with all Board Papers.
Audit Support and Compliance Assurance	Acts as the primary liaison for reconciliation-related audit queries, ensuring all required documentation and explanations are provided in a timely and accurate manner.
Process Improvement Initiatives	Leads initiatives to streamline reconciliation processes, including the adoption of automation tools and best practices, resulting in measurable efficiency gains and error reduction.
Mentorship and Collaborative Leadership	Provides technical guidance to peers and other staff, promoting best practices in reconciliation processes across teams.

5. KEY CHALLENGES

- **Ensuring Accuracy in a Complex Environment:** Maintaining data integrity and consistency in reconciliations within a high-volume, fast-paced finance environment, and addressing discrepancies efficiently..
- **Process Standardization Across Diverse Systems:** Ensuring standardization in reconciliation practices across the Banner systems (Accounts Receivables, Accounts Payable, Payroll, Procurement, Fixed Assets, Finance) and promoting consistency in reconciliation processes despite system and workflow variances.
- **Regulatory Compliance:** Ensuring adherence to evolving IFRS and other financial regulations, while identifying and mitigating risks..

6. AUTHORITY LEVEL

- Operating Expenditure : Contribute to budget preparation
- Capital Expenditure : Contribute to budget preparation
- Others : Lead process improvement initiatives and financial reporting.

7. QUALIFICATION & EXPERIENCE

Essential

- Bachelor's Degree, majoring in accounting.
- Minimum of 4 years of progressive experience in finance or accounting, with a focus on reconciliations, financial reporting, and audits.

Desirable

- Master's degree in finance, Accounting or Business Administration.
- Affiliate or full member of a professional accounting body.
- Advanced knowledge of financial systems (eg Banner Finance) and Microsoft Office.
- Proven leadership experience, with strong communication and interpersonal skills.

8. KNOWLEDGE & SKILLS

- Advanced Technical Skills: Expertise in financial systems and data analytics tools.
- Leadership Skills: Ability to lead, develop, and motivate a team.
- Strategic Thinking: Competence in analyzing complex financial data to provide actionable insights.
- Communication Skills: Excellent oral and written communication, with the ability to influence stakeholders at all levels.

9. WORKING RELATIONSHIP

- Internal: Collaborate with finance team members and staff from other departments to ensure accurate financial reporting and reconciliation.
- External: Liaise with external auditors, banks, and financial institutions, managing relationships to ensure compliance and financial integrity.

INTERNAL	Purpose	Frequency
Team members	Supervision, team bonding, and problem-solving.	Daily
Other FNU Staff	Cross-department collaboration.	Daily/Monthly

EXTERNAL	Purpose	Frequency
Auditors	Assist in timely audit responses.	Yearly/Ad hoc
Banks and Financial Institutions	Account maintenance and liaison.	As 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.