

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 : Levy Verification and Compliance Assessor

Incumbent :

Grade : 4

Division : Finance

Department : Levy and Grants

Location : Nasinu

Reports to : Chief Financial Officer through respective section heads

2. PURPOSE

The purpose of this position is to conduct Assessments so that employers are in compliant under FNU Levy Order and is also responsible to compile and process training/ trainer applications for grant claimable status.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Team Leader Levy

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
None	None

4. KEY ACCOUNTABILITIES

Verification and Compliance duties

Compilation of Month End Verification Reports

- Consolidating individual verification officer's month end reports for submissions to FRC
- Analyze, interpret large amounts of data, and carry out audit of Ministries and Method A employers using P2P forms, Payroll data of Established and Unestablished staff.
- Identify leviable and exempted positions.
- Generate Invoice in Banner System and send employers invoice for levy payment in a timely manner.
- Reconciliation to offset overpayment against prior underpayments.
- Preparing verification outcome letters (no variance and overpayment).
- Issue compliance letter upon levy payment.
- Conduct onsite verification upon employer's request.
- Ensure that Method A employers and Ministries are regularly informed of required verification documents via phone call, email and flyers.
- Accurate calculation of the six-month employee documents (Jan to June and July to Dec)
- Maintain records to keep track of progress on the employers verified, no-variance and overpaid.
- Carry out audit / verification of Method B and Newly Registered Companies using Payroll records, Financial Statements, FNPFS Forms, Statement of Income, Screenshots of FRC's Portal and Wages Register.
- Sending notifications (verification letters/ final reminders/ demand notices) to request verification documents.
- Attending to ACCF queries and advising them if employers are levy compliant and issuing compliance letter for further processing of their workmen's compensation claims.
- Ensure Levy assessment forms are sent in a timely manner.
- Vet registration documents received from new employers.
- Providing accurate and correct new employer details to be registered in Banner.
- Equally distributing new registration to verification coordinators
- Attend meeting on requests.
- Rotations on reporting and submitting exception reports.
- Assist Team Leader with internal, external audits and year end reports.
- Reconcile, check, and verify total levy collected from the employers against the Grant Departments' report before they proceed with the payouts.
- Provide job training for the new recruitment.

Compliance/Exemption letters

- Issuing compliance/Exemption / Nil lodgment / Registration letters once approved by Team Leader Levy.

- Updating in banner for exemptions, business ceased and nil employees.

Doubtful Employers

- Checking of Doubtful Employer files complied by the Verification Coordinators to update the system or refer to Legal Liaison Officer for further processing.
- Checking Physical Visitation report compiled by the Verification Coordinators
- Checking Doubtful employer files complied by the Verification Coordinators to update the system or refer to Legal.

Monitor Verification Coordinators Worksheet

- Closely monitoring Verification Coordinators Worksheet to check for employer progress/movement (Final Reminder and Demand Notice) and update Team Leader Levy monthly
- Ensure that verification details and file notes are updated in Banner by the Verification Coordinators
- Accompany Verification coordinators to employer's premises for verification check.
- Request Verification coordinators for weekly verification report and check if the system is updated accordingly.
- Ensure overpayments are reflected in Banner.
- Ensure additional Text / reference is updated in Banner.

Installment Agreement

- Closely monitor the employers who are entered by Verification Coordinators in Instalment Agreement and update Team Leader Levy monthly.
- Ensure reference is updated in banner for the installment plan

Receipts

- Check that all transactions that belong to verification team in the bank statement is receipted in a timely manner
- Provide Collection Team with accurate payment breakdown for Banner Receipting
- Email receipt to employers upon their request if automated receipts did not reach them

New Registrations G FNPf Listing

- Equally distributing new employer registrations to verification coordinators and FNPf new employer Listing to Levy Team to be entered in Banner
- Provide Collection Team with accurate payment breakdown for Banner Receipting
- Email receipt to employers upon their request if automated receipts did not reach them.

Journal

- Check journals prepared by the verification coordinators which is reviewed by Verification Team Leader and approved by Director Finance (currently this is not done by assessors)

Underpayment Verification Reports Overpayment and reversals

- Monitor payments coming in within ten (10) working days
- Ensure that system file note and verification detail is updated (this will remove as this is from Banner)
- For overpaid verifications, send email to Team Leader to reflect overpaid amount in Banner and apply transaction in Banner, once processed then Apply Transaction
- For Reversal, send email to Team Leader to reflect reversal and then apply transaction.

Update System

- Tagging employer as Inactive once Deregistration certificate is received for closed business from ROC
- Tagging employer as Nil Employees once Nil Contribution letter is received from FNPF
- Check that tagging's of NLC employers are changed to NML employers accordingly
- Reconcile FNPF list with our Banner data for accuracy for details.
- Ensure before entries in banner, employer account is properly reconciled and verified.

Reports

- Consolidate weekly underpayment report as per Banner.
- Consolidating individual verification officer's month end reports for submission to Team Leader
- Providing reports for the verification and compliance when needed
- Providing reports on Winding Up, Legal, Write-Off cases
- Monthly and ad hoc reports

Assistance and Guidance

Provide Guidance to verification coordinators and sort solutions for difficult cases of verification and assist Team Leader Levy in decision making.

Training/Trainer Duties:

Compilation of Month End Training Reports

- Assist Team Leader Levy with the compilation of Month end report for all Training Providers and Trainer Applications and Reconciliation of Fees

Training Providers

- Checking Training Provider Applications for completeness upon receipt.
- Advising the employers/companies promptly for submission of outstanding requirements.
- Timely Checking of application fees to avoid delays in processing.
- Advising employers/companies on the outcome of application (Remove as this is repetition)

- Maintain and update Manual & Computerized records of programmes Approved for Training Providers.
- Request Revenue team to generate invoice upon approval from Team Leader in Banner
- Compile and process Training Provider Applications for grant claimable status as per Grant Scheme 5 upon payment and sought approval from Team Leader
- Issue approval letters to employers/companies.

Trainer Registration

- Checking Trainer Applications for completeness upon receipt.
- Advising the Trainers promptly for submission of outstanding requirements.
- Timely Checking of application fees to avoid delays in processing.
- Send reminders to Trainers to renew their Registration.
- Forward new applications to NTPC for vetting and assessment
- Request Revenue team to generate invoice upon approval from Team Leader in Banner
- Send certificate printing requisition for Training Staff Registration once assessment and payment is done
- Process Training Staff Registration Certificates
- Issue Trainer Certificates and approval letters.
- Maintain and update records of programmes Approved for Registered Training Staff
- Assist with providing Trainer and Training Accreditation details to Grants Assessor
- Compile month end training report for trainer registration.

Attend to any work assigned by the supervisor

- Assist with other duties and tasks requested by the Team Leader Levy

5. KEY CHALLENGES

- Ensuring conformity in implementation of policies and processes in an organization with diversity in people and organizational culture.

6. AUTHORITY LEVEL

Operating Expenditure :N/A.....

Capital Expenditure:N/A.....

Others:N/A.....

7. QUALIFICATION G EXPERIENCE

Essential:

- A Bachelor's degree in Accounting / Economics/ Management or any other related discipline. Incumbent must have skills to address issues related to Department and providing all relevant information to meet the required demands.
- At least 2 years' work experience in relevant field.

Desirable:

- Training of Trainers Module III is an added advantage.

8. KNOWLEDGE G SKILLS

- Thorough knowledge of the FNU Levy/ Grant Scheme
- Good communication and customer service skills
- Good organizational skills
- Teamwork
- Hands on experience with various computer applications such as Banner, Microsoft Excel, Microsoft Word and Outlook
- Problem solving skills
- Having a strong results-focus and achievement orientation. Strong analytical ability, creativity, innovative spirit, persistence in problem solving, attention to details, and passion for excellence.

G. WORKING RELATIONSHIP

INTERNAL	Frequency
Levy Department	Daily
Finance Department - Procurement Section	As and when required
NTPC	As and when required

EXTERNAL	Frequency
Employer / Industries	As and when required

10. JOB DESCRIPTION AND VARIATION TO 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.