



## LAUTOKA CITY COUNCIL

### ROLE DESCRIPTION

**ROLE TITLE: Senior Accounts Officer**

#### **CORPORATE INFORMATION**

1. Position Level: Staff
2. Remuneration: A competitive salary depending on qualifications and work experience will be offered to the successful candidate.
3. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka.
4. Reporting Responsibilities;
  - a) **Reports To:** Directly reports to the Head of Finance and Administration
  - b) **Liaises with:** The Chief Executive Officer and all other Department Heads and Sub-Heads, City Ranger, Enforcement Officers, Stakeholders, other agencies, NGO's.
  - c) **Subordinates:** Accounts Officer, Accounts Clerk, Cashier, Registry, Reception and Cashier.
  - d) **External Relationships:** Special Administrators, Government Ministries and Permanent Secretaries, Heads of Departments, Heads of Statutory Bodies, Trade Unions and other relevant authorities.

#### **ROLE PURPOSE**

To deliver an effective, efficient and legally compliant Senior Accounts Officer functions and services which meets the needs of the Council and effectively supports the management in the achievement of its goals and objectives.

To ensure the efficient and effective management of the accounts services in the Department in accordance with the by-laws of the Council.

The Senior Accounts Officer under the direction of Head of Finance and Administration, provide essential financial reporting and accounting services to the Council.

Assist the Head of Finance and Administration to, propose, research, consult on and implement new initiatives that promotes Council.

Support and assist the Head of Finance and Administration to formulate, maintain, update and deliver the objectives of the Council.

#### **KEY RESPONSIBILITIES**

The role will achieve its purpose through the following key responsibilities. Working with relevant staff, service providers and Stakeholders, in accordance with applicable legislative requirements:

- Management of Capital and Operational funds
- Assist the Head of Finance and Administration in financial reporting, budget preparation and monitoring
- Monthly reconciliation of GL Accounts, Term Deposit's Loan Accounts, Operating Bank Account
- Payroll preparation and lodgments
- Fleet management and monitoring
- Asset and Property management
- Manage and control facilities bookings, in liaison with Head of Services and Parks and Gardens teams.
- Preparing financial analyses and reports
- Assessing internal controls, including risk assessments and reviews
- Respond to audit queries and efficiently implement recommendations highlighted by Office of the Auditor General and Internal Audit with the assistance of Head of Finance & Administration
- Provide leadership and direction to subordinates in the performance of their duties
- Performing other accounting duties and supporting junior staff as required or assigned.
- Any other lawful duties assigned by the Head of Finance or Chief Executive Officer.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators but not limited to:

- The management of Capital and Operational funds
- Monitoring and preparation of financial reports and budgets
- Reconciliation of GL Accounts, TD Loan Accounts, and Operating Bank Accounts
- Management of Payroll process
- Management of Fleet, Asset and Property
- Management of Financial analysis and reports
- Reviews of internal control measures including Risk Assessments
- Facilitation of Audit; Internal & External
- Leadership and Team work

### **PERSON SPECIFICATION**

- Bachelor's Degree in Accounting, Finance
- 5 Years of progressive experience in similar role
- At least 2 years' experience in a Supervisory role
- Sound knowledge of MYOB and Microsoft Business Central (Navision), Payroll Software
- Practical working knowledge of developing, delivering and evaluating financial statements and annual budgetary allocations

### **Personal Character**

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

Lautoka City Council is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.