FIJIAN COMPETITION & CONSUMER COMMISSION

JOB DESCRIPTION

Incumbent Name:		**Emp No:**	
Job Title:	Payroll Officer	**Position Type:**	Fulltime
Department:	Finance & Admin	**Salary scale:**	Band 4
Location:	FCCC Suva Office	**Region**	Central/Eastern
Directly Reporting To:	1. Senior Accountant 2. Financial Controller 3. General Manager – People, Culture & Corporate Services	**# of Reports:**	

Organisation Summary

The Fijian Competition & Consumer Commission (FCCC) is an independent statutory body established under Section 7 of the FCCC Act 2010 that promotes effective competition and informed markets, encourages fair trading, protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

Purpose & Nature of the Role

The Payroll Officer will support the Finance Department by managing end-to-end payroll operations and providing general administrative and financial assistance. This includes ensuring accurate and timely payroll processing for all staff, preparing all payroll-related journals and reconciliations, and maintaining up-to-date employee data and payroll records. The role is responsible for ensuring compliance with tax, statutory, and internal control requirements, as well as assisting both internal and external auditors in matters related to payroll. The Payroll Officer will serve as the first point of contact for payroll enquiries, support HR in integrating leave, overtime, and benefits data into payroll, and assist with insurance and risk-related reporting. The position will also support the Finance Officer during non-pay weeks with tasks such as travel form clearance, manage office supplies and supplier quotations for the Finance team, contribute to budgeting and forecasting of payroll costs, and participate in continuous process improvement initiatives to enhance efficiency and accuracy. The Payroll Officer will also perform any other duties that may be assigned by the Supervisor.

Key Result Areas (KRA's)

- Payroll Processing & Accuracy
- Statutory Compliance & Reporting
- Employee Data Management & Benefits Administration
- Audit, Risk Management & Policy Support
- Employee & Stakeholder Support

- Administrative, Operational & System Support

Key Accountabilities

Payroll Processing & Accuracy

- Process fortnightly payroll accurately and on time, including earnings, deductions, overtime, allowances, and adjustments.
- Verify timesheets, overtime claims, allowances, deductions, and other payroll inputs for accuracy and proper authorization.
- Process and lodge attachee allowances weekly in accordance with internal approval processes.
- Prepare payroll-related journals and reconciliations, supporting month-end and year-end financial reporting.
- Reconcile payroll data with HR records, attendance, and Finance accounts.

Statutory Compliance & Reporting

- Ensure compliance with payroll legislation and tax obligations (PAYE, FNPF, FNU, etc.) and stay updated on regulatory changes.
- Prepare, reconcile, and remit statutory deductions within mandated deadlines.
- Generate accurate payroll reports for management review, audit, budgeting, and forecasting.

Employee Data Management & Benefits Administration

- Maintain and update payroll database and employee records, including new hires, terminations, contract renewals, salary adjustments, and leave balances.
- Administer employee benefits deductions, leave encashment, bonuses, and other payroll-related items.
- Maintain confidentiality and integrity of sensitive payroll information.
- Support continuous improvement and innovation initiatives to streamline payroll processes.

Audit, Risk Management & Policy Support

- Provide support to internal and external auditors, preparing payroll documentation and responding to queries.
- Identify, report, and manage payroll and finance-related risks, ensuring timely mitigation strategies.
- Assist in reviewing and updating payroll policies and procedures for compliance and efficiency.

Employee & Stakeholder Support

- Resolve payroll-related employee enquiries professionally, maintaining confidentiality and high service standards.
- Manage insurance-related matters, including claims, queries, and coordination with insurers.

- Support Finance with travel form clearance, reconciliations, and other payroll administration tasks.
- Provide guidance or training to staff or new team members on payroll procedures and systems.

Administrative, Operational & System Support

- Organise supplier quotations and maintain office supplies, petty cash, and departmental materials to ensure smooth operations.
- Conduct office runs, arrange departmental travel, and perform administrative duties during the absence of the Graduate Trainee.
- Support payroll system maintenance, updates, and configuration.
- Perform any other duties assigned by the Supervisor within agreed timeframes.
- Ensure compliance with Occupational Health & Safety requirements within the Finance unit.
- Analyze payroll trends, exceptions, and costs to support management decisions.

Key Performance Indicators (KPI's)

- Refer to Annual KPI set every financial year

Qualification

A Degree in Accounting, Finance, Payroll Management, or Business Administration.

Knowledge and Experience

- 3 years of payroll experience
- Strong understanding of Fiji's payroll and tax compliance requirements.
- Proficiency in Microsoft Office and payroll software.
- High attention to detail, problem-solving mindset, and strong organizational skills.

Skills and Abilities

- Payroll software proficiency (e.g., MYOB or equivalent).
- Excellent communication, numerical, and analytical skills.
- Strong interpersonal and time-management abilities.
- Professionalism and confidentiality in handling sensitive data.

Risk and Compliance

- Ensure FCCC follows all the regulatory requirements as required.
- Suggest improvements in processes to increase organizational effectiveness
- Developing strategies that work to minimize department risk.
- Timely submission of reports/ papers.
- All communication with internal stakeholders should be accurate

- Comply with FCCC's work policy (Human resource policy, Standard Operating Procedures) and any other relevant laws of Fiji
- Health and Safety at Work Act 1996 FCCC Act 2010To ensure organisational risks are controlled and mitigated almost every time 100%.

Key Challengers / Success Factors

Anticipating and addressing contentious issues and providing accurate advice on complex issues and legislation, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources whilst maintaining confidentiality and exercising diplomacy.

Internal / External Relationships

Internal

- Executive Management.
- All Managers.
- All staff.

External

- Relevant stakeholders & Other relevant Government Ministries and local Institutes

Authority Level

Financial Authority Level

Not Applicable

Human Resources

Through the Human Resources Self Service Portal (myHRhub), you are required to manage your personal details together with Leave Management, while ensuring the Organisational Human Resources Policies are followed at all times.

Proviso

The Job Description and KRA's in this contract with a view that upon review at any time within the contractual period engaged with FCCC, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, Department Manager and Human Resources.

APPROVAL and ENDORSEMENT

Name of Incumbent	**Date:**	**Signature:**
Name of Department Manager	**Date:**	**Signature:**
Manager Human Resources Name	**Date:**	**Signature:**

Note: *These responsibilities are not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or General Manager and will be discussed with you*.