

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	Payroll Officer	Position Type:	Fulltime
Department:	Finance	Salary scale:	Band 4
Location:	FCCC Suva Office	Region	Central/Eastern
Directly Reporting To:	1. Financial Controller 2. General Manager – People, Culture & Corporate Services	# of Reports:	0

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 is accountable for paying every FCCC employee accurately, on time and in full compliance with Fiji's Employment law and Finance Manual. The role owns the end-to-end fortnightly payroll for the FCCC's workforce across Fiji. This runs from validating approved inputs through to the bank payment file, statutory remittances, general ledger posting and reconciliation. The Payroll Officer is the FCCC's first point of contact for payroll enquiries.

Working closely with HR & Training, the role makes sure that appointments, contract changes, acting arrangements, leave, overtime, allowances and exits are reflected correctly in pay, and that payroll records agree with the HR leave register and the Finance accounts. The Payroll Officer protects public funds by operating strong payroll controls and segregation of duties, supports internal and external audit, and provides payroll cost data for budgeting and forecasting.

Around 80% of the role is payroll and statutory compliance. The remaining 20% supports Finance & Admin operations, mainly in non-pay weeks, including travel clearance, supplier quotations, office supplies and administrative cover.

Key Result Areas (KRAs)

- Payroll Processing & Accuracy
- Statutory Compliance & Payroll Reporting
- Employee Master Data, Leave & Benefits Administration
- Payroll Controls, Audit & Risk
- Employee & Stakeholder Service
- Finance & Admin Operational Support

Key Accountabilities

1. Payroll Processing & Accuracy

- Process the fortnightly payroll in the payroll system according to the approved payroll calendar and cut-off dates. This covers salaries, overtime, allowances (including acting and responsibility allowances), deductions, back-pay and adjustments.
- Validate every payroll input before processing. Each change must be supported by an approved source document (such as an appointment letter, HR change advice, approved overtime or allowance claim, or leave approval) signed within the approver's delegated authority.
- Prepare a pre-payment exception and variance report for review by the Senior Accountant before each pay run is finalised. The report covers period-on-period movements, new starters, exits and unusual or one-off payments. Correct any errors before the payroll is released.
- Prepare the bank payment file for authorisation by approved signatories and distribute payslips securely through the employee self-service portal.
- Process and lodge weekly attachee and intern allowances in line with internal approval processes.
- Calculate and process final pays for exiting employees, including leave payouts, notice pay and recoveries. Do this in line with the Employment Relations Act 2007 and FCCC policy, and only after reconciling leave balances with HR & Training.
- Prepare and post payroll journals each pay period. Each month, reconcile the payroll clearing, PAYE, FNPF and other deduction control accounts, and support month-end and year-end close.

2. Statutory Compliance & Payroll Reporting

- Calculate, reconcile and remit PAYE and applicable levies to FRCS, FNPF contributions to FNPF, and the training levy to FNU by the statutory due dates. Keep evidence of each lodgement.
- Prepare year-end employee tax and FNPF reconciliations, and assist with any FRCS or FNPF compliance reviews.
- Monitor changes to tax tables, FNPF rates, wage regulations and national budget measures. Update system parameters from the effective date, and test and obtain approval for each change before it goes live.
- Remit third-party deductions (such as staff loans, savings and insurance premiums) to providers on time and reconcile them monthly.
- Produce accurate payroll and staff-cost reports for management review, budget monitoring, audit and Board or Committee papers as required.
- Provide payroll cost data, position costings and forecasts for the annual budget and the mid-year review.

3. Employee Master Data, Leave & Benefits Administration

- Maintain accurate employee master data, including pay rates, bands, bank details, tax and FNPF details. Change data only on approved documentation, and verify all bank detail changes independently with the employee.

- Process new appointments, contract renewals, promotions, salary adjustments, acting appointments and separations according to HR advices and payroll cut-offs.
- Reconcile annual, sick and other leave balances in the payroll system with the HR leave register each pay period. Flag leave approved after cut-off, negative balances and unpaid absences, and resolve them with HR & Training.
- Administer staff benefit deductions, leave encashment, performance-based payments and other payroll items in line with approved policy.
- Maintain complete, secure payroll records for the statutory record-retention period.

4. Payroll Controls, Audit & Risk

- Operate payroll internal controls, including maker-checker sign-off on every pay run, segregation of duties, restricted system access and review of system change logs. The Payroll Officer never approves their own processing or changes to their own pay record.
- Prepare payroll audit schedules and respond to internal and external audit queries within agreed timeframes. Implement agreed audit recommendations by their due dates.
- Identify payroll risks, such as overpayments, duplicate or unauthorised payments, unprocessed leave and missed statutory deadlines. Report them promptly to the Senior Accountant and help put mitigation in place.
- Manage the recovery of any overpayment in line with FCCC policy, with the employee informed and the recovery documented.
- Draft and maintain payroll Standard Operating Procedures, the payroll calendar and desk procedures, and contribute to reviews of payroll-related policies.

5. Employee & Stakeholder Service

- Act as the first point of contact for payroll enquiries. Respond professionally, confidentially and within agreed service timeframes.
- Work with HR & Training on onboarding, leave, overtime, acting arrangements and exits so that pay reflects approved decisions on time.
- Coordinate staff insurance matters, including claims, queries and premium deductions, and liaise with insurers and brokers.
- Liaise with the payroll system vendor and ICT on system issues, upgrades, testing and configuration.
- Guide staff on payslips, self-service and payroll procedures, and cross-train a designated Finance team member to provide back-up payroll cover.

6. Finance & Admin Operational Support

- Support the Finance Officer during non-pay weeks, including travel form clearance and reconciliations.
- Obtain supplier quotations in line with the Finance Manual and procurement procedures, and manage Finance office supplies and petty cash according to policy.
- Carry out office runs, arrange departmental travel and perform administrative duties when the Graduate Trainee is absent.

- Analyse payroll trends, overtime and staff costs to support management decisions.
- Comply with Occupational Health & Safety requirements within the Finance unit.
- Perform other duties reasonably assigned by the Senior Accountant or Financial Controller that are consistent with the level of the role, within agreed timeframes.

Key Performance Indicators (KPIs)

Refer to Annual KPI set every financial year

Qualifications

A degree or diploma in Accounting, Finance or Business Administration (with an Accounting major), membership of the Fiji Institute of Chartered Accountants (FICA) or an equivalent professional body, or a recognized payroll certification would be an added advantage.

Knowledge and Experience

- At least 3 years' payroll experience, including end-to-end processing for a workforce of 100 or more employees on a computerized payroll system.
- Sound working knowledge of Fiji payroll and employment requirements, including PAYE under the Income Tax Act 2015, the Fiji National Provident Fund Act 2011, the FNU training levy and the Employment Relations Act 2007.
- Experience preparing payroll journals and balance sheet reconciliations.
- Experience with MYOB PayGlobal or a comparable payroll or HRIS system with employee self-service.
- Experience in a statutory body, government agency or other public-sector environment.
- Experience supporting internal or external audits.

Skills and Abilities

- Advanced Microsoft Excel skills (lookups, pivot tables and reconciliations) and proficiency in the wider Microsoft Office suite.
- High numerical accuracy and attention to detail, with the ability to spot anomalies and trace them to their source.
- Strong analytical and problem-solving skills.
- Clear written and verbal communication, including the ability to explain payroll matters in plain language to staff at all levels.
- Strong organization and time management, with the ability to meet fixed deadlines under pressure.
- Absolute discretion, integrity and professionalism in handling confidential information.
- Demonstrates FCCC's core values of Professionalism, Responsibility, Respect and Trust.

Risk and Compliance

- Comply with the FCCC Act 2010, the FCCC Finance Manual, HR policies, Standard Operating Procedures and the relevant laws of Fiji, including the Employment Relations Act 2007, Income Tax Act 2015, Tax Administration Act 2009, Fiji National Provident Fund Act 2011 and Health and Safety at Work Act 1996.

- Apply segregation of duties at all times and never process or approve changes to one's own pay or employee record.
- Declare any actual or potential conflict of interest promptly, in line with FCCC policy.
- Protect employee personal and pay information, restricting access to those with a legitimate need and never disclosing it without authorization.
- Report suspected fraud, errors or control breaches immediately to the Senior Accountant or Financial Controller.
- Submit reports and papers on time, and make sure all communication with internal and external stakeholders is accurate.
- Suggest process improvements that reduce payroll risk and increase organisational effectiveness.

Key Challenges / Success Factors

- Delivering fully accurate pay to fixed, non-negotiable deadlines, often with late or incomplete inputs from across the Commission.
- Keeping payroll, the HR leave register and the general ledger in agreement, particularly where leave is approved late, acting appointments change, or employees exit mid-cycle.
- Keeping up with legislative and national budget changes to tax and FNPF, and applying them correctly from the effective date.
- Handling salary information with complete confidentiality while responding tactfully to staff who are concerned about their pay.
- Balancing payroll peaks with Finance & Admin support duties in non-pay weeks.

Internal / External Relationships

Internal

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

External

- Fiji Revenue and Customs Service (FRCS), Fiji National Provident Fund (FNPF) and Fiji National University (FNU).
- Commercial banks, the payroll system vendor, insurers and brokers.
- Internal and external auditors.
- Other government ministries and agencies as required.

Authority Level

Financial Authority - Not Applicable

- None. The Payroll Officer prepares and processes payments, but every payment must be authorised by approved signatories under the FCCC Finance Manual.

System Authority

- Payroll processing access in the payroll system, as assigned by the Financial Controller. The Payroll Officer has no authority to approve pay runs, change their own pay record, or change master data without supporting approvals.

Human Resources

Through the Human Resources Self Service Portal (myHRhub), the incumbent manages their own personal details and leave and follows the Commission's Human Resources Policies at all times.

Proviso

This Job Description and its Key Result Areas may be reviewed at any time during the incumbent's engagement with FCCC, and may be altered, varied or extended to include additional responsibilities. Any proposed changes will be made in consultation with the incumbent, the Department Manager and Human Resources.

APPROVAL and ENDORSEMENT

Name of Incumbent	Date:	Signature:
Name of Department Manager	Date:	Signature:
Manager Human Resources & Training	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.*