

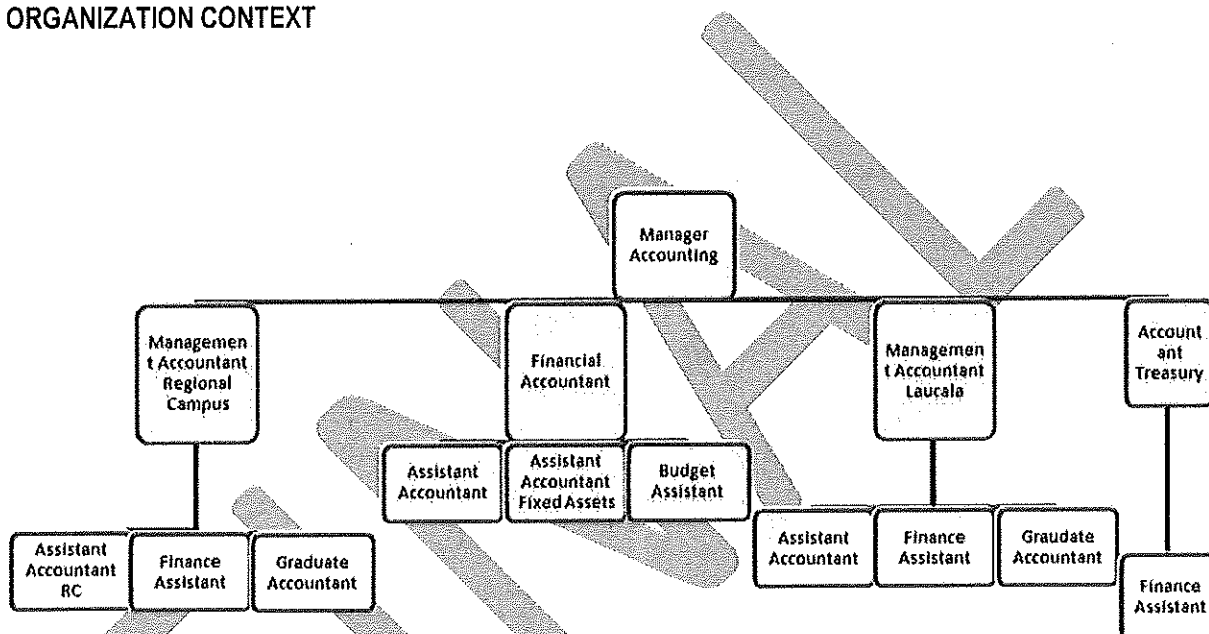
FORM 5.5.05A
POSITION DESCRIPTION



IDENTIFICATION

Position Title: Assistant Accountant Regional Campus Position Number: LF7008
 Section : Finance Department: Management Accounting Section
 Location: Administration Building Category: I & J Grade: 5
 Current Incumbent: Vacant Date of substantive appointment:
 Reports To: Management Accountant Regional Campus Supervised by: Manager Accounting

ORGANIZATION CONTEXT



PURPOSE

The Assistant Accountant Regional Campus, under the direction of the Management Accountant Regional Campus, will be part of the Management Accounting Team of the Finance Section and he/she will assist in the effective financial management for accurate and timely financial information of the University's Campuses throughout the South Pacific, preparing regional campus subvention, RC reports and Bank reconciliation and assist in Audit comments. Failure for non-compliance of the above will have great impact on the University's financials.

NATURE AND SCOPE

The incumbent is expected to work in a demanding environment ensuring that all Regional Campus Finance matters are carried by USP Finance and is in accordance with Financial Policies and Delegation.

The incumbent is required to have knowledge of the region as he/she will be closely working with USP's Regional campus Finance Officers/Accountant in terms of reporting their financials in University ledger. The incumbent must be a team player, able to work under pressure with minimal supervision at work, ability to liaise with various sections/departments of the USP and willing to work extra hours in order to meet strict deadlines.

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To be successful in this role you will need to be mature, confident and a strong team player with superior communication skills.

POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly: 1x - Finance Assistant Regional Campus Indirectly: _____
 Total Level of Costs: _____

Limits of Authority:

Financial: \$None Non Financial: _____

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

<p>External</p> <ul style="list-style-type: none"> External/Internal Auditors MYOB Consultant 	<p>Purpose of contact</p> <ul style="list-style-type: none"> To successfully carry out University's Internal/External Audit, help auditors with their issues and assist in timely audit responses. Arrange MYOB Training/query solution for RC.
<p>Internal</p> <ul style="list-style-type: none"> Staffs of Regional campus/ Campus Directors Other Dept/Section of the University 	<p>Purpose of contact</p> <ul style="list-style-type: none"> To assist in smooth running of the regional campuses financial matters Assist in solving queries & issues raised by respective sections & departments.

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Aim: KRAs to have a logical heading. KRAs: 4 – 6.in total Key tasks : 4-5 tasks per KRA. Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions

Key Result Areas Jobholder is responsible for	Performance Measures Jobholder is successful when
<p>Preparation of Regional Campus Monthly Journals</p> <ul style="list-style-type: none"> Review all RC monthly journals and check if all expense coded accordingly. Upload RC journals as per approval of Management Accountant I. Key task 	<ul style="list-style-type: none"> Email/Excel(network) Accurate and timeliness posting. Ensure that all Regional campus reports received are posted before the close of month.
<p>Assisting with Management reports -Work closely with Management Accountant Regional Campus in ensuring Regional Campus numbers are</p>	<ul style="list-style-type: none"> Email/Excel(network) Accurate and timeliness collation of data.

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<p>factored in the General Ledger</p> <p>Regional Campus Subvention</p> <ul style="list-style-type: none"> • Forecast all Regional Campus cash flow for a 4 month period and propose for subvention as per need. • Upon receipt of subvention request from Regional Campus Accountants ensure the following: <ul style="list-style-type: none"> -All subvention requests to be endorsed by the Campus Directors. -All request to have proper cash flow forecast with corresponding bank statement reflecting current balance. -Subvention request checklist to be filled and attached to the request. -Upon verifying the initial documents received from the Campus- a copy of request with attached document to be sent to the Management Accountant/ EDF for approval process. -Soon after the request is approved- forward request to Accounts Payables to seek FRCA and RBF clearance. -Maintain a follow up with AP in regards to the progress of approval from FRCA and RBF. -Ensure that Campus Accountant and Directors are kept informed of the progress. -Once AP declares the amount has been now transferred- send another follow up to the Campus Accountant- requesting him/her to confirm the receipt of cash in their bank account. • File all relevant documents in the file which should be specifically maintained for Regional Campus Subvention. Key task 	<ul style="list-style-type: none"> • Timely • Relevant • Significant
<p>Assist in Regional Campus Cash flow forecasting and management.</p>	<ul style="list-style-type: none"> • Accurate capture of actual and forecast
<p>Review of Administrative section and RC reporting and Bank reconciliation.</p> <ul style="list-style-type: none"> • Ensure all items of more than \$1k are vouched. • Ensure all significant variance are explained properly with departments comment included where possible. • Check coding • For reconciliations ensure all supporting documents are attached and GL agrees 	<ul style="list-style-type: none"> • Timely and relevance • Comparable • Accurate

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<p>to the manual reconciliations.</p> <ul style="list-style-type: none"> • Send report and reconciliation to Management Accountant Regional Campuses after review. 	
<p>Ensure compliance with local accounting regulations and USP Financial Policies</p>	<ul style="list-style-type: none"> • Proper checks are in place.
<p>Prepare and present fiscal reports to Management Accountant Regional Campus upon request.</p>	<ul style="list-style-type: none"> • Timely, Accurate and No Errors
<p>Attend to Regional Campus Queries Queries received from Regional Campus are attended to through emails or teleconference. These queries are related to:</p> <ul style="list-style-type: none"> ➤ Flexi school ➤ Short courses ➤ Laucala student fees ➤ Laucala library holds ➤ Vote code queries ➤ Book Centre Course material & text books ➤ Capex queries ➤ Monthly reporting 	<ul style="list-style-type: none"> • Email/ Scan Documents / MYOB reports/ MIS • Accurate and efficient reporting • As & when queried
<p>Review Debtors Provisioning</p> <ul style="list-style-type: none"> • Request debtors aging from All Regional Campuses – MYOB generated reports is submitted by Finance Assistant • Ensure the sorting by sponsor/private, the conversion to Fijian currency and campus wise is done correctly. 	<ul style="list-style-type: none"> • Excel/MYOB Reports • Accurate and efficient reporting
<p>Review of other Reconciliations</p> <ul style="list-style-type: none"> • Review Other G/L reconciliation is carried out for Debtors, creditors, Cash In Transit & Petty Cash performed by Finance Assistant. • Ensure If there is any variance, proper explanations is given and journal is raised. 	<ul style="list-style-type: none"> • MIS/Excel • Accurate and efficient reporting • Accuracy and monetary control in terms of cash control • Same Day or within 24 hour time frame
<p>Review RST Payments compiled by Finance Assistant - For Alafua & Emalus</p> <ul style="list-style-type: none"> • Ensure proper and correct conversion amount to Fijian dollars and summarize all payments in one sheet. • The summary is forwarded to RST office for claims & reference. 	<ul style="list-style-type: none"> • Emails • Excel • Accurate and no errors.
<p>Ensure Campuses on Banner closing timeframe is notified:</p> <ul style="list-style-type: none"> ➤ Email received from Management Accountant Laucala is forwarded to all regional campus accounting staffs, copying the campus directors. ➤ Follow up email sent to all regional campus accounting staff updating campuses MYOB report received or yet to receive. 	<ul style="list-style-type: none"> • Email

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<p>Ensure Regional Campus/Finance Video conferencing (1hour) done on a monthly basis</p> <ul style="list-style-type: none"> • Book satellite video conference room with ITS on appropriate date & time • Notify Campuses & other finance departments on the schedule date • Conduct meeting <ul style="list-style-type: none"> ➢ Highlight Issues ➢ Answer to questions raised ➢ Assist in writing minutes for the meeting 	<ul style="list-style-type: none"> • Emails Excel
<p>Assist in Audit Comments</p> <ul style="list-style-type: none"> • Assist Management Accountant Regional Campus to compile audit response as per need. • Provide all required information to the auditors. 	<ul style="list-style-type: none"> • Accurate, timely findings/response to audit request
<p>Other Ad Hoc Task Allocated by the supervisor</p> <ul style="list-style-type: none"> • Assist Management Accountant Regional Campus in compiling of any additional information/ reports as per need. Also review other work done by all Finance Assistants depending on the nature of supervisory checks required. 	<ul style="list-style-type: none"> • As & when required

TERMS & CONDITIONS

Salary: Grade 5 \$28,440.86 - \$34,571.06

Length of Contract: 3 Years

Gratuity and Allowances: None

Other Benefits: Medical & Fee Concession

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

<p><i>Essential</i></p>	<p><i>Desirable</i></p>
<ul style="list-style-type: none"> • A Degree in Accounting with good GPA 	<ul style="list-style-type: none"> • Member of accounting professional body such as CPA or FIA or working towards membership and accreditation.

Knowledge / Experience

<p><i>Essential</i></p>	<p><i>Desirable</i></p>
<ul style="list-style-type: none"> • Knowledge: <ul style="list-style-type: none"> ➢ Email 	<ul style="list-style-type: none"> • Excellent oral Email • Proficient in Excel

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<ul style="list-style-type: none"> ➤ Excel ➤ Basic knowledge in Accounting <ul style="list-style-type: none"> • Experience: <ul style="list-style-type: none"> • At least 3 years of working in a similar field. 	<ul style="list-style-type: none"> • Basic knowledge in Accounting/MYOB • 3 years in related field
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Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<i>Expert level</i>	Proven experience in financial reporting coupled with a sound knowledge of accounting principles and practices
<i>Advanced level</i>	
<i>Working level</i>	<ul style="list-style-type: none"> • High level of computer & communication skills • Able to meet strict deadline • Problem solving & Teamwork approach • Good analytical skills in terms of data collation & interpretation
<i>Awareness level</i>	

APPROVAL

Supervisor name: Management Accountant – Regional Campus

Supervisor's Signature: _____ Date: _____

Staff Name: _____ Staff ID: _____

Staff Signature: _____ Date: _____