FORM 5.5.05A

POSITION DESCRIPTION

THE UNIVERSITY OF THE SOUTH PACIFIC

IDENTIFICATION

Position Title: Financial Accountant **Position Number: LFA003**

Section : Finance **Department: Management Accounting**

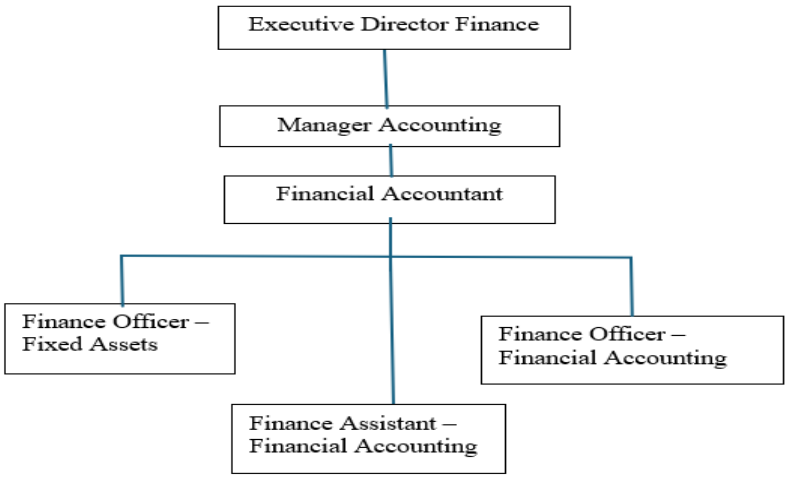
Location: Laucala Campus **Category: Professional Staff** **Grade: Level 2**

Current Incumbent: **Date of substantive appointment:**

Reports To: Manager Accounting **Supervised by: EDF**

ORGANIZATION CONTEXT

Organization chart to identify the job's reporting relationships



PURPOSE

The position is responsible for the preparation of annual financial statements, monthly management accounts, budget loading and monitoring, general ledger management, reconciliations, audit coordination, fixed asset accounting, tax compliance, and statutory reporting. The role ensures compliance with IFRS and University policies, maintains strong financial controls, supervises staff, and supports effective financial governance and decision-making.

NATURE AND SCOPE

The Financial Accountant operates within the University's central Finance function and plays a key role in maintaining the integrity and reliability of financial information across the institution. The position works closely with Schools, Sections, senior management, external auditors, and regulatory agencies, providing oversight of key financial processes and controls. The role supervises accounting staff and requires the exercise of professional judgement to ensure compliance with applicable accounting

standards, legislative requirements, and University policies while supporting the achievement of the University's strategic and operational objectives.

POSITION DIMENSIONS

Staff Responsible for

- Finance Officer – Fixed Assets (1)
- Finance Officer – Financial Accounting (1)
- Finance Assistant – Financial Accounting (1)

Limits of Authority:

- Financial – approve journals; verify claim & expenditure.
- Non financial – General ledger and financial reports.

Staff Responsible for:

Directly:_ 3 _ Indirectly:_____ Total Level of Costs:_____

Limits of Authority:

Financial: $_____ 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

External	**Purpose of contact**
• Auditors (internal & external) • FRCA • FBS and RBF	• To co-ordinate external and internal audit • Liaise with FRCA for any tax matters • Reporting
Internal	**Purpose of contact**
• Finance Line Managers, Executive Director Finance, and Head of Departments, Country Directors, Business Managers and Project Fund controllers.	• Reporting and Consultation

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*
1. Annual accounts of the University • Preparing the University audited financial statements in compliance with International Financial Reporting	• Accurate delivery of financials in accordance with IFRS.

Standards (IFRS)	
2. Preparing monthly management accounts • Extract and analyze financial data to prepare I&E, Balance sheet and cash flow statements. • Review of the following additional reports that accompany the management reports: - Strategic Plan report - Capex report - Rewards & Incentive report - Department funds report - Trading funds report - Institute funds report - Development assistance funds report.	• GL closure by the 5th of the month. • Management accounts circulated by the 10th of the month.
3. Oversee month end procedures (leading up close of the GL). • Ensure all journals are posted into the system before GL close. • Approve journals in the system • Identify posting errors and ensure correction entries are passed • Review month end journals.	• Ensure GL closes by the 5th of every month.
4. Annual Budget Profiling and Load • Ensure annual budget is loaded into Banner as per Council Approved budget	• Ensure Budget is loaded and reconciled to Council approved by 24 December every year
5. Review of all GL reconciliations • Thorough review of all GL reconciliations • Follow up to clear outstanding matters	• All General Ledger reconciliations reviewed and completed by the 20th of each month. • Reconciliations are accurate, complete, and supported by appropriate documentation. • No outstanding reconciling items older than 30 days.
6. External Audit • Ensure timely completion of external audit • Main point of contact for external auditors • Provide timely responses to audit queries • Ensure implementation of audit recommendations and monitoring	• 100% compliance with ARC-approved audit timelines. • 100% compliance with audit requirements, with less than 5 audit issues within control.

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7. Internal Audit • Assist and provide timely responses to internal audit queries	• Timely assist with the internal audits
8. Fixed Assets • Strengthening control and management of assets • Maintain and updating USP's fixed assets register	• Less than 2 (within control) audit issues • Timely capitalization of WIP • Timely physical verification and asset tagging
9. General Insurance • Assist with insurance and provide data/information of USP buildings and assets.	• Timely insurance information provided to Assurance and Compliance section
10. FHEC Submission and Acquittals • Assist with FHEC submissions and acquittals	• Submission of quarterly acquittals before the deadline.
11. Year End Banner Rollover • Ensure data is clean for yearend rollover • Execute year end banner rollover	• Banner year end rollover to be completed by first week of January every year.
12. VAT and FBT returns • Review of monthly VAT and quarterly FBT returns	• Ensure timely lodgment and payment of monthly VAT and quarterly FBT returns
13. Questionnaire and Survey • Attend to regular and adhoc questionnaire and survey requests from Fiji Bureau of Statistics and RBF.	• Timely submission of questionnaire and survey requests to Fiji Bureau of Statistics and RBF.
14. HR Matters • Supervise 3 staff; conduct staff reviews for contract renewals, incremental and/or bonus awards. • Sometimes member of screening and appointments committee upon invitation from various heads of sections/departments.	• Staff review reports completed and submitted to HR office by the deadline.
15. SMART Management of Resources. S – Savings M – Monitoring A – Accountability R – Responsiveness T – Trust • Assist in the preparation of the Annual Work Plan. • Promote continuous improvement, teamwork, coaching, and staff	• Annual Work Plan completed and monitored. • Unit objectives and service standards achieved. • Resources managed efficiently within approved budgets. • Continuous improvement initiatives implemented.

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development. • Ensure the efficient and effective use of financial, physical, and other resources. • Monitor the achievement of unit objectives and service standards. • Undertake other duties as assigned.	

TERMS & CONDITIONS

Salary: Level 2 $61,627.79 - $75,265.67_____

Length of Contract: 3 years_____

Gratuity and Allowances: N/A_____

Other Benefits: Professional Staff Benefits___

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

Essential	*Desirable*
• A Degree and a postgraduate qualification in Accounting or Finance or equivalent • Or a good finance related degree with CPA	• Membership of a relevant professional accounting body.

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Knowledge / Experience

Essential	*Desirable*
• Four (4) years of relevant work experience in a combined financial/management accounting role, including aid, grant/project accounting; • Working in a computerized General Ledger environment; • High level of MS Word, Excel and spreadsheet skills; • Capable of producing high quality reports; • Excellent oral and written English; • High standard of personal integrity and knowledge of business ethics; • Personal leadership and have the ability to work well under pressure; • Strong time management and planning skills required to coordinate and prioritize multiple projects;	• IFRS knowledge

• Ability to coach and supervise staff; • Self-motivated, team player and change-oriented	

Key Skills / Attributes / Job Specific Competencies

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

Expert level	- Financial Reporting, Month-End/Year-End Close & IFRS Compliance - Financial Analysis, Internal Controls & Audit Management
Advanced level	- ERP Systems (Banner, MIS, SOLs), Budget Monitoring & Financial Management - Statutory Compliance
Working level	- Staff Supervision, Stakeholder Management & Process Improvement - Procurement and Financial Policy Compliance
Awareness level	- University Policies, Governance & Regulatory Requirements - University Financial Operations and Reporting Processes

APPROVAL

Supervisor name:
Supervisor's Signature: Manager Accounting
Date:

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Staff Name: Staff ID:

Staff Signature: Date: