

FINANCE & ADMINISTRATION DIVISION

POSITION DESCRIPTION		
POSITION: FINANCE EXECUTIVE	DEPARTMENT: FINANCE	ISSUE DATE: July 2017 Revised dates : 16 Jan 2020

INCUMBENT	
DEPARTMENT	FINANCE
LOCATION	HQ Valelevu
REPORTS TO	MANAGER FINANCE
DATE	

Reporting Positions: Nil
Purpose: To ensure that all cash receipts for HA are properly recorded and reconciled; To contribute towards the achievement of departmental and divisional goals and objectives.
Accountabilities: The job holder has the following accountabilities: 1. Customer payments <ul style="list-style-type: none">• Ensuring that all customer payments are properly recorded in a timely manner.• Ensuring that banking are done daily and adequate security provided within and outside office premises.• Ensuring that all receipts are recorded in the correct GL. 2. Receipt DSD cheques <ul style="list-style-type: none">• Ensuring that all direct salary deduction cheques less than 5 customers are receipted in a timely manner.• Monitoring and ensuring to receive remittances from employers and other sources 3. Petty cash <ul style="list-style-type: none">• Disbursing petty cash funds• Reconciling petty cash voucher with receipts received• Submitting cheque requisitions for petty cash reimbursement• Follow up on receipts and ensuring all reimbursements are done within a week.• Preparing petty cash reconciliation for daily cash counts. 4. Preparing cashiers report <ul style="list-style-type: none">• Preparing daily cashier reports for daily cash counts.• Banking daily

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<p>Working Relationships:</p> <p>Internal</p> <p>Manager Finance, Accountant & Department Heads Finance Officers Financial System Officers Administration Officer General staff</p> <p>External</p> <p>Customers</p> <p>Major Challenges:</p> <ul style="list-style-type: none">• Ensuring proper and timely recording of all receipts• Ensuring proper and timely banking.
<p>Competencies, Experience and Qualifications:</p> <p>The following competencies, experience and qualifications are required to do this job:</p> <ul style="list-style-type: none">• Diploma in Accounting or related discipline• 3 years experience• Computer literacy• Good interpersonal skills• Good communication (written and verbal) skills• Team oriented and willingness to learn and adapt to change.• Highly motivated• Rational thinking• Problem Solving• Innovative• Understanding Housing Authority’s strategies, policies, procedures and operational guides

Salary Range: \$ 19,478 - \$ 29,218

Band: 3

POSITION HOLDER:

DATE:

GENERAL MANAGER FINANCE:

DATE:

CHIEF EXECUTIVE OFFICER:

DATE: