

FINANCE & ADMINISTRATION DIVISION

POSITION DESCRIPTION		
POSITION: MANAGEMENT ACCOUNTANT	DEPARTMENT: FINANCE	ISSUE DATE: April 2014 Revised dates :

INCUMBENT	
DEPARTMENT	FINANCE
LOCATION	HQ VALELEVU
REPORTS TO	Manager Finance
DATE	2014
Reporting Positions: Nil	
Purpose: <p>The ideal candidate demonstrates interest in managing any of the accounting activities, including bank reconciliations, accounts payable and accounts receivable, reconciliation, borrowing portfolio, lending portfolio, budget and understand internal controls to comply with audit requirement and filing for statutory reports to Government Ministries and Reserve Bank of Fiji. Keeping accurate records for all daily transactions administering accounting operations to comply with standards and meet legal requirements.</p>	
Accountabilities: <p>The jobholder has the following accountabilities:</p> <ol style="list-style-type: none"> 1. Control and properly record all monies paid and received by HAF by: <ul style="list-style-type: none"> Ensuring that all receipts and payments are properly recorded, authorised and in a timely manner. Ensuring that bankings are done daily and adequate security provided within and outside office premises. Ensuring the timely completion of bank and all required general ledger reconciliations in the Department. 2. Maintaining proper record of all HAF Borrowings by: <ul style="list-style-type: none"> Controlling and updating the borrowing register with all correct details Ensuring that repayment of Debts and new borrowings are carried out on time Ensuring the correct calculation of interest payments and monthly accruals Providing accurate calculations and schedules for annual accounts and budget purposes. Ensuring timely processing of Tax Returns, all Employer remittances, Post Fiji receipts 3. Providing accurate and timely management reports by: <ul style="list-style-type: none"> Monitoring and advising management on the daily cash flow position and recommend investment of any surplus funds (or borrowing). Preparing and advising management on the monthly financial reports and variance 	

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analysis.

- Ensuring that the annual statutory accounts and audit are completed on time and issues raised are resolved.
- Ensuring that funds are available to meet all HAF financial requirements

4. Control of Payroll and Inventories of Lots and houses

- Ensuring that salaries, related payments and other reports are properly processed, reconciled
- Ensuring that the inventories are properly recorded and monthly movement reports provided to management
- Carry out costings and pricings of properties for sale.

5. Supervision of the Budget Section.

6. Review of Reconciliations for Payroll/Fixed Assets.

7. Preparation of Management Accounts monthly.

8. Ratio and Variance Analysis.

9. Ensuring that financial issues highlighted by external/internal Auditors are attended to and resolved quickly.

10. Compilation of reviews and reports management and Board as and when required.

11. Ensuring customer satisfaction by providing quality, timely and precise responses to customer queries.

12. Adhering to HAF policies & procedures.

Working Relationships:

Internal

Manager Finance, Department Heads
Finance Officers
Financial System Officers
Administration Officer
General staff

External

RBF, Employers, Lenders, banks
Customers
Ministry of Finance,
Ministry of Housing

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Major Challenges:

- Ensuring proper and timely recording of all receipts and payments
- Ensuring proper and timely bank & other general ledger reconciliations
- Submission of accurate daily, monthly and annual financial reports including budgets
- Proper update of borrowing, fixed asset registers and inventory records.
- Contribute to achievement of budget and other corporate targets.

Competencies, Experience and Qualifications:

The following competencies, experience and qualifications are required to do this job:

- Degree in finance/Accounting or related discipline
- 5 years relevant work 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: \$25,251 - \$37,877

Category: 2

POSITION HOLDER:

DATE:

GENERAL MANAGER FINANCE:

DATE:

CHIEF EXECUTIVE OFFICER:

DATE: