Position Description

Vacancy Title: Principal Accountant (Fiji Teachers Registration Authority)
Location:
Reports To: None

Objective

The Principal Accountant is responsible for leading the financial management, accounting operations, payroll administration, budgeting, compliance, reporting, and corporate administration functions of the Fiji Teachers Registration Authority. The role ensures the integrity of financial information, compliance with statutory and regulatory requirements, effective stewardship of organisational resources, and the provision of strategic financial advice to support informed decision-making by the Chief Executive Officer and the Board. The role reports to the Chief Executive Officer.

Outcomes

Organisational Stakeholders

1. Financial Management & Reporting

- Prepare accurate monthly, quarterly, and annual financial statements in accordance with International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS).
- Provide timely and analytical financial reports to support executive decision-making.
- Develop financial forecasts and monitor organisational financial performance.
- Provide financial advice and recommendations to the CEO and Board.
- Assist in the preparation of Board papers and financial presentations

2. Budget Planning & Monitoring

- Lead the annual budgeting process and coordinate budget submissions.
- Prepare budget reports for the Ministry of Education and relevant directorates.
- Monitor expenditure against approved budgets and investigate variances.
- Support management in maintaining fiscal sustainability and accountability

3. Payroll & Statutory Compliance

- Oversee end-to-end payroll processing.
- Ensure accurate and timely payment of salaries and allowances.
- Manage statutory deductions and compliance requirements including:
  - Fiji National Provident Fund (FNPF)
  - Pay As You Earn (PAYE)
  - Fiji Revenue and Customs Service (FRCS) obligations
- Maintain compliance with all financial and taxation legislation

4. Accounting Operations & Internal Controls

- Maintain the integrity of the general ledger and financial records.
- Process and review adjusting journal entries.
- Perform and review bank reconciliations.
- Maintain effective financial controls, policies, and procedures.
- Ensure all accounting transactions are accurately recorded in Xero Accounting Software

5. Audit & Governance

- Coordinate internal and external audit activities.
- Liaise with auditors, including the Office of the Auditor-General.
- Implement audit recommendations and strengthen internal controls.
- Ensure compliance with public finance management and governance requirements applicable to statutory authorities.

6. Teacher Registration Revenue Management

- Oversee reconciliation of teacher registration records and associated revenue.
- Supervise pending registration renewals.
- Prepare quarterly and annual renewal reports.
- Ensure accurate financial reporting of registration and renewal-related transactions.

7. Asset & Corporate Administration Management

- Oversee the management of corporate assets and chattels.
- Maintain fixed asset registers and depreciation schedules.
- Ensure proper asset recording, safeguarding, and disposal processes.

- Manage office administration functions and operational support services.

8. Facilities & Procurement Management

- Manage lease agreements and relationships with landlords.
- Coordinate procurement relating to office repairs, maintenance, and facilities management.
- Monitor service provider performance and contractual obligations.
- Ensure value-for-money procurement practices are applied

9. Occupational Health & Safety

- Support organisational compliance with Occupational Health and Safety (OHS) legislation and standards.
- Work collaboratively with the OHS team to maintain a safe and compliant workplace.
- Participate in risk assessments and workplace safety initiatives

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting and Finance	
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance	Postgraduate qualification in Accounting or Finance will strengthen the profile

Work Knowledge and Experience

Minimum 7 years experience in accounting and finance

Minimum 4 years' experience in a middle management or supervisory role.

Strong knowledge of accounting standards, statutory requirements, and financial controls

Experience in audit coordination and compliance

Proficiency in MS Office and accounting systems including Xero

Strong communication and stakeholder engagement capability

Demonstrated ability to operate independently and maintain confidentiality

Valid membership from a recognised accounting body

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Dedicated, maintains confidentiality, be willing to work longer hours when required and able to work independently

Requirements

Other Required Statements

Role Title: Principal Accountant
Organisation: Fiji Teachers Registration Authority
Reports To: Chief Executive Officer
Location: Suva

Interactions

Type	Interaction	Comments
Internal		
	Chief Executive Officer	
	Management Team	
	All Departments	
External		
	External Auditors	
	Banks and Financial Institutions	
	Government and Regulatory Bodies	
	Funding Partners	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Thinking Styles

Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 23 Nov 2026