



Position Description

Vacancy Title: **Senior Accountant**

Location: **Suva**

Reports To: **Manager Finance (v 3.00)**

Objective

Plan, supervise and manage the daily accounting operations of the organisation, including the preparation of monthly and annual Board Accounts, supervision of Finance Staff, preparation and monitoring of annual budgets and improving internal control systems of the TLTB Finance Department.

Outcomes

Organisational Stakeholders

1. Outcome

1. Budgeting and Financial Advice:

- Coordination and Preparation of Boards annual budgets. Provide advice and assist Senior Management in the preparation of operating and CAPEX budgets in line with board financial policies and best practice standards;
- Reviewed and analysed operating results in relation to cost, budgets and operating policies.
- Accurate and timely financial reports and related management information for senior management
- Interpreting operating results as they affect the financial position of TLTB and making recommendations for improvement

2. Leadership

- Appraising the Finance Department activities according to overall objectives and monitoring and evaluating Financial Unit performance
- Planning, directing and controlling work allocation and Financial Unit goals and targets
- Performance, competency and morale of staff

3. Efficient Work Practices

- Senior management assisted with the provision of decision support services and financial advice
- Plan, direct and supervise the Accountants (AF, ALA, AMR, IA) and Senior Admin Officer to ensure the accurate and timely completion of daily tasks
- Contributing to efficient work practices by active participation in teamwork, sharing of information and proposing improvements

4. Financial Operation

- Administering the financial computer applications and processes to ensure the integrity of information and performing required daily and period end reconciliations and routines;
- All daily postings into the General Ledger monitored and ensuring that they are accurate and adjustments properly documented and approved.
- General ledger activities and balances monitored and ensure accounts are ready for external audit by end of January of each year;
- Assisting with the preparation of statutory accounts to comply with International Financial Reporting Standards and Financial best Practices;

5. Policy Work:

- Assist in developing and maintaining up-to-date financial policies and procedures

6. Customer Service

- Quality customer service to TLTB's external clients and to internal clients provided

7. Demonstrate TLTB image and values standards at all times:

- Integrity of information maintained
- Confidentiality of information ensured
- Professional and ethical standards sustained
- An efficient, safe, healthy, motivated and environmentally-aware workplace

8. Continuous Learning

- Continuous learning and development of own skills and knowledge base is ensured.

9. Efficient and effective delivery of any other assigned work.

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Risk Management	Analyse and manage risk.
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.

Competence	Description
Information Analysis	Make informed decisions by collecting and interpreting data and information
Customer	
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree		

Work Knowledge and Experience

Experience in providing planning and budgeting services to senior management

Experience in analysing, interpreting and reporting on financial performance to senior management

Experience with planning and arranging finance and cash flow management

Experience with preparing statutory accounts and external reporting requirements

Experience with computerised accounting systems and processes

Demonstrated ability to manage staff including the direction and motivation of staff; plan, allocate and evaluate work carried out by staff; and create and maintain effective working relationships

Demonstrated ability to lead change

Demonstrated success in improving quality of customer service

Evidence of commitment to team work

Establishes high personal standards and serves as an effective role model

Demonstrates computer literacy and ability to use spread sheeting and word processing packages

Undergone TPAF Management Development Program or equivalent

5 years of relevant accounting experience in an IT driven environment.

IT competent and experience in use of accounting packages

Must have experience in preparation and monitoring of Budgets;

Experience in preparation of financial accounts under IFRS standards

some experience in supervision and motivating staff

Requirements

Professional Associations

Member of Fiji Institute of Accountants

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Board and Board Sub Committees	
	General Manager	
	Management Team	
External		
	Auditors	

Type	Interaction	Comments
	Customers	
	Regulators	
	Taxation Authority	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Challenger	Queries, tests information/beliefs and provokes thought.
Initiative	Takes action and makes decisions without the help or advice of other people.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 06 Jul 2018