

TELECOMMUNICATIONS AUTHORITY OF FIJI

(VACANCY: 02/2023) FINANCE ASSISTANT

CORPORATE INFORMATION

1. **Salary Range:** \$15,000 - \$25,000
2. **Duty Station:** Telecommunications Authority of Fiji Office (TAF) -Suva
3. **Reporting Responsibilities:**
 - a) Reports To: Finance Officer and Manager Corporate Services
 - b) Liaises with: Manager Technical and all other TAF staff, TAF stakeholders and Government Ministry officials.

Subordinates: None

POSITION PURPOSE

The position is responsible for supporting the Finance Officer in managing financial matters, with a primary focus on debtors' follow-up, by tracking and monitoring outstanding debts, ensuring timely payments, and providing assistance in various financial tasks as required. This position requires attention to detail, strong organisational skills, and the ability to work collaboratively within the finance department.

KEY RESULT AREAS (KRA)

The position will achieve its purpose through the following key responsibilities:

1. Maintain records and monitor customer accounts by liaising and follow-up with debtors payments and accounts;
2. Assist in payment processing by collaborating with vendors and verifying proper documentation and stock take;
3. Maintain organised and up-to-date financial records and input into electronic files using TAF's accounting system;
4. Assist in generation/ preparation of financial reports and statements for management;
5. Provide support to the Finance Officer in budgeting, forecasting and financial analysis;
6. Ensure compliance with financial policies, procedures, and regulatory requirements;
7. Assist with administrative tasks within the finance department and contributing effectively to the corporate functions and activities of TAF.

KEY PERFORMANCE INDICATORS (KPI)

Performance will be measured through the following indicators:

1. Effective monitoring and follow up of payments, while maintaining accurate records of debt collection and debtors' information;
2. All agreed financial support and advice are delivered within the agreed timeframes to enable business continuity and specific requirements are met;

3. Timely and effective payments processing, and reporting is maintained according to required procedures;
4. Actively participate in corporate requirements and activities are delivered within agreed timeframes and required standards.

PROFESSIONAL QUALIFICATION & ABILITIES

Qualifications

A Diploma in Finance, Accounting or equivalent from a recognised institution with the following knowledge, experience, skills, and abilities are required.

Knowledge and Experience

The applicant should possess:

1. At least 2 - 3 years' work experience in an area relevant or similar to the job.
2. Strong knowledge of financial principles, practices, and regulations.
3. Experience of working with filing management and knowledge of records keeping.
4. Experience in the use of computers, office equipment and Microsoft Office suite software.

Skills and Abilities

1. Demonstrate ability to work independently in a team environment.
2. Proven organisational skills and strong time management, with the ability to determine competing priorities and organise work activities.
3. Detail-oriented with a high level of accuracy.
4. Ability to plan, develop and coordinate multiple tasks/ activities to meet deadlines.
5. Strong analytical and problem-solving abilities.
6. Ability to maintain confidentiality and neutrality.
7. Service oriented approach with commitment to supporting TAF's operational goals.

PERSONAL CHARACTER

All applicants for employment in TAF must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must be Fijian Citizens, under age 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to commencing duty.

TAF is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible applicants. Only academic qualifications, specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.