

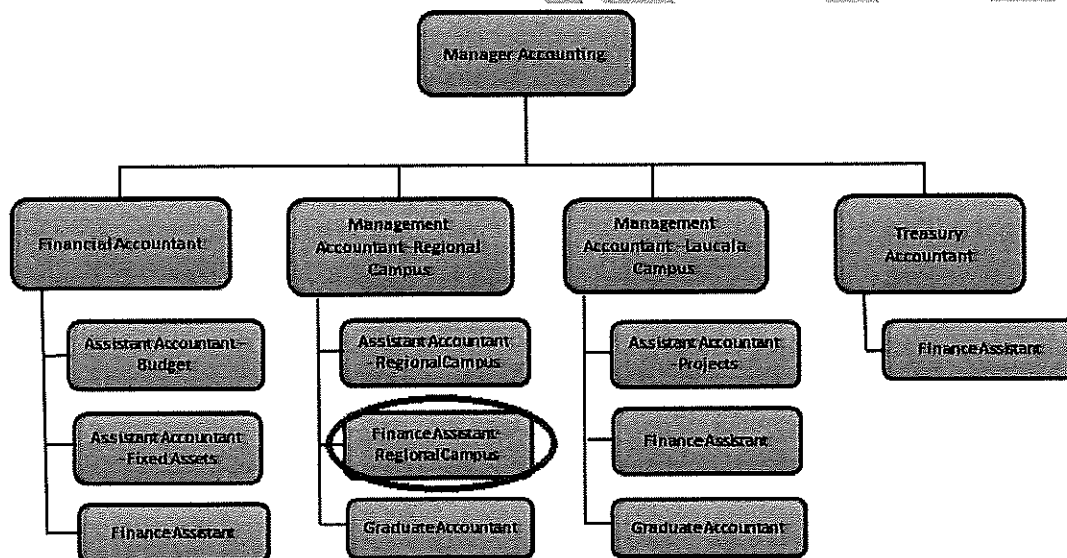
FORM 5.5.05A
POSITION DESCRIPTION

IDENTIFICATION

Position Title: Finance Assistant Position Number: LF7001
Section : Finance Department: Management Accounting Section
Location: Administration Building Category: I & J Grade: 4
Current Incumbent: Rajnal Dutt Singh Date of substantive appointment: 16-July-2018
Reports To: Management Accountant Regional Campus Supervised by: Manager Accounting

ORGANIZATION CONTEXT

Organization chart to identify the job's reporting relationships



PURPOSE

Liaise with the University's Campuses throughout the South Pacific region to ensure that their monthly financial returns are received and recorded in the University's ledgers on a timely and accurate basis. Failure for non-compliance of the above will have great impact on the University's financials.

NATURE AND SCOPE

The incumbent is required to have knowledge of the region as he/she will be closely working with USP's Regional campus finance officers/Accountant in terms of reporting their financials in University ledger. The incumbent must be a team player, able to work under pressure with minimal supervision at work. He/She is also required to liaise with various sections/departments of the USP, willing to work extra hours in order to meet strict deadlines.

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POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly: _____ Indirectly: _____ Total Level of Costs: _____

Limits of Authority:

Financial: \$ _____ Non Financial: _____

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

External <ul style="list-style-type: none"> • External/Internal Auditors 	Purpose of contact <ul style="list-style-type: none"> • To successfully carry out University's Internal/External Audit
Internal <ul style="list-style-type: none"> • Staffs of Regional campus • Other Dept/Section of the University 	Purpose of contact <ul style="list-style-type: none"> • To assist in smooth running of the regional campuses financial matters • Assist in solving queries & issues raised by respective sections & departments.

<p>1. Major Duties and Responsibilities <small>(should mirror duties listed in position description, or write % time spent on the PD)</small></p>	
<p>Are these duties currently being undertaken? Yes/No</p>	
<p>Duty/Responsibility</p>	<p>% time spent</p>
<p>Regional Campus Monthly Journals</p> <ul style="list-style-type: none"> • Prepare regional campus month end journals. <ul style="list-style-type: none"> ○ Convert the regional campus MYOB job summary into journal format to be posted in banner. ○ Ensuring that the job summary activity balances with the trial balance. ○ Covert the MYOB FOAP (Fund, Organisation, Account and Programme) into banner codes and ensuring it corresponds to correct vote codes. • Ensure calculations and proper journal entries are prepared in accordance to the source provided. <ul style="list-style-type: none"> ○ Converting the MYOB transactions into Fijian currency using the respective exchange rates. ○ Ensuring that the capex and clearing transaction are reflect to correct vote codes. 	<p>15</p>
<p>Preparation of Bank Reconciliation</p> <ul style="list-style-type: none"> • Prepare reconciliations with accuracy. 	<p>15</p>

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<ul style="list-style-type: none"> ○ Ensuring that the MYOB cash book ties with the bank statement together with amounts posted in banner. Investigate the necessary outstanding items in the bank reconciliation such as opening variance, outstanding deposits, unrepresented cheques, unidentified debit/credits, deposited funds, stale cheques and post the necessary exchange gain/loss in a timely manner. ● Should there be any variance, ensure proper explanations with supporting documentation is provided is provided and journal posted to banner. ● Ensure compliance with local accounting regulations and USP policies and procedures. ● Print bank reconciliation for endorsement ● File accordingly 	
<p>Attend to Regional Campus Queries Queries received from Regional Campus are attended to through emails or teleconference. These queries are related to:</p> <ul style="list-style-type: none"> ➤ Flexi school ➤ Short courses ➤ Laucala student fees ➤ Laucala library holds ➤ Vote code queries ➤ Book Centre Course material & text books ➤ Capex queries ➤ Monthly reporting 	10
<p>Debtors Provisioning</p> <ul style="list-style-type: none"> ● Request debtors aging from All Regional Campuses – MYOB generated reports ● Sort by sponsor/private ● Convert to Fijian currency ● Summarize by Campus 	5
<p>Preparation of Other reconciliations – Debtors, and Petty Cash Reconciliations</p> <ul style="list-style-type: none"> ● Prepare reconciliations with accuracy. <ul style="list-style-type: none"> ○ Debtor aging to tie with MYOB TB which corresponds to Banner GL balances, correct exchange variance used and posted in a timely manner. Ensure all prior outstanding have been cleared off with constant follow-ups where necessary. Ensure follow-ups done for long outstanding amounts with reasons for the provisions. ○ Ensure all petty cash held by the campuses corresponds to the MYOB TB amounts and details of expenses provided for the variance, exchange variances to be posted on a monthly basis. ● Should there be any variance, ensure proper explanations with supporting documentation is provided is provided and journal posted to banner. 	10

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<ul style="list-style-type: none"> • Ensure compliance with local accounting regulations and USP policies and procedures. 	
Dispatch of Payment Vouchers & Receipt Books <ul style="list-style-type: none"> • Receipt books are all kept with Manager Accounting Secretary and payment vouchers are with procurement office. • This includes packing and delivery to the Post Fiji office as & when requested by regional campuses. 	3
Notify: <ul style="list-style-type: none"> • Campuses on Banner closing: <ul style="list-style-type: none"> ➤ Email received from Financial Accountant is forwarded to all regional campus accounting staffs, copying the campus directors. ➤ Follow up emails sent to all regional campus accounting staff updating campuses of MYOB report received or yet to be received • Campuses on Monthly exchange rate: <ul style="list-style-type: none"> ➤ Download month end exchange rate from server. ➤ Use inward TT rate to summarize exchange rates in different currencies ➤ Send to all regional campus accounting staffs & Campus Directors 	5
Preparation and updating of Regional Campus Register <ul style="list-style-type: none"> • Ensure regional campus register is updated on a monthly basis • Outstanding items are highlighted and escalated to Management Accountant. 	5
Raising Low Value Orders /Purchase Requisitions <ul style="list-style-type: none"> • Obtain quotation from at least three organizations and raise Purchase order Or Requisition in banner. • Once completed, fund controller/supervisor will approve online. • Print Order or Requisition; have it signed by the fund controller and forward to procurement office. • Enter receiving-PO related 	2
Regional Campus budget upload <ul style="list-style-type: none"> • Receive annual budget profiling from Regional Campuses on a timely basis, check it agrees to the approved budget. • Preparing budgets for campuses that do not submit on time using past three year's actuals. • Format budget profiling into annual budget upload template. 	5
Regional Campus Subvention <ul style="list-style-type: none"> • Forecast all Regional Campus cash flow for a 4 month period and propose for subvention as per need. • Upon receipt of subvention request from Regional Campus Accountants ensure the following: <ul style="list-style-type: none"> -All subvention requests to be endorsed by the Campus Directors. -All request to have proper cash flow forecast with corresponding bank statement reflecting current balance. -Subvention request checklist to be filled and attached to the request. -Upon verifying the initial documents received from the Campus- a copy of request with attached document to be sent to the Management Accountant for endorsement who will then forward to EDF for approval. -Soon after the request is approved- forward approval to Treasury 	5

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<p>Accountant to process transfer..</p> <ul style="list-style-type: none"> -Ensure that Campus Accountant and Directors are kept informed of the progress. -Once Treasury Accountant declares the amount has been now transferred- advise Campus Accountant to confirm the receipt of cash in their bank account. • File all relevant documents in the file which should be specifically maintained for Regional Campus Subvention. 	
<p>Preparation of monthly regional campus variance report</p> <ul style="list-style-type: none"> • Work closely with the management accountant regional campus in the preparation of high quality and accurate monthly variance reports. • Ensure correct numbers are factored in the General Ledger. • • monitoring performance against budget, identifying variance and investigating causes. 	15
<p>Any other duties assigned by Management Accountant or the Manager Accounting</p> <ul style="list-style-type: none"> • Ensure tasks are completed on a timely manner. • Duties performed are of good quality. 	5

TERMS & CONDITIONS

Salary: \$22,426.34 - \$28,318.49

Length of Contract: 3 Years

Gratuity and Allowances: Nil

Other Benefits: Medical & Annual leave

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • A Degree in Accounting with Good GPA (above 3) 	<ul style="list-style-type: none"> • Member of accounting professional body such as CPA or FIA or working towards membership and accreditation.

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Knowledge: <ul style="list-style-type: none"> ➢ Email 	<ul style="list-style-type: none"> • Email

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<ul style="list-style-type: none"> ➤ Excel ➤ Basic knowledge in Accounting • Experience: <ul style="list-style-type: none"> • At least 2 years of working in a similar field 	<ul style="list-style-type: none"> • Excel • Basic knowledge in Accounting/MYOB • 2 years in related field
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Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<i>Expert level</i>	
<i>Advanced level</i>	
<i>Working level</i>	<ul style="list-style-type: none"> • High level of computer & communication skills • Able to meet strict deadline • Problem solving & Teamwork approach • Good analytical skills in terms of data collation & interpretation
<i>Awareness level</i>	

APPROVAL

Supervisor name: Farish Ali

Supervisor's Signature: _____ Date: _____

Staff Name: _____ Staff ID: H11156692

Staff Signature: _____ Date: _____