



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: Accounts Clerk (x1)

CORPORATE INFORMATION

1. Position Level: Admin 3
2. Salary Range: A competitive salary depending on qualifications and work experience will be offered to the successful candidate. This is a contractual position with an initial period of three (3) years.
3. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka.
4. Reporting Responsibilities;
 - a) **Reports to:** Senior Accounts Officer
 - b) **Liases with:** The Chief Executive Officer, Head of Finance & Administration, Senior Accounts Officer, Accounts Officer, Cashier, Departments
 - c) **Subordinates:** Not Applicable

ROLE PURPOSE:

The Accounts Clerk will perform a range of general clerical, accounting and bookkeeping support functions in the Council.

KEY RESPONSIBILITIES:

The role will achieve its purpose through the following key responsibilities. Working with relevant staff, service providers and Stakeholders, in accordance with applicable legislative requirements:

1. Debtors follow up and debt collection
2. Assist and relieve Cashier as and when required
3. Check, verify and process invoices
4. Compilation of petty cash vouchers and supporting documents
5. Conduct bank runs on Council's behalf
6. Analyse, process and issue the stationary requirements of different Departments
7. Regular updates and reports to the Supervisor.
8. Assist Accounts Officer as & when required
9. Assist and relieve Cashier, as and when required.
10. Providing general administrative support as and when needed.
11. Any other duties assigned by Senior Accounts Officer or Head of Finance & Administration.

KEY PERFORMANCE INDICATORS:

Performance will be measured through the following indicators:

1. Financial data and reconciliations are processed accurately and in a timely manner.
2. High quality support (including relief) is provided to the Senior Accounts Officer and Accounts Officer
3. Maximise revenue collection through vigorous debt collection methods

PERSON SPECIFICATION:

In addition to an appropriate qualification (or equivalent relevant experience) the successful person will have a flexible approach and a can do attitude, excellent interpersonal attributes, enthusiasm for delivering outcomes, a high level of attention to detail and accuracy and strong written and verbal communication skills.

KNOWLEDGE AND EXPERIENCE:

1. Bachelor's Degree in Accounting or Finance
2. 2 Years of progressive and relevant experience in similar role
3. Sound knowledge of MYOB or other Accounting Software
4. A high degree of confidence, good communication skills and ability to meet deadlines.
5. Good knowledge of accounting principles, practices and methods.

SKILLS AND ABILITIES:

1. Ability to work cooperatively and collaboratively with all levels of employees, management and stakeholders to maximise performances, creativity, problem solving and results.
2. Self-starter and requires minimum supervision
3. Sound communication, inter-personal and representational skills
4. Ability to analyse information with excellent organisation skills and attention to detail
5. Demonstrate ability to lead, plan and organise activities/projects and work cooperatively within a team environment
6. Ability to maintain confidentiality
7. Be able to identify and resolve problems in a timely manner
8. Demonstrated ability to quickly learn new information, processes and procedures
9. Capacity to utilize computer programs to support daily operations
10. Service oriented approach, with a commitment to supporting the operation and corporate environment of the organisation

PERSONAL CHARACTER

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution.

Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record.

The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

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