



JOB DESCRIPTION

Job Title	Payroll Officer	
Department	Finance	
Location of Position	Head Office - Suva	
Reporting to	Financial Controller	
Functional Relationships	<u>Internal</u> All FRA Staff	<u>External</u> Contractors, Vendors.

PURPOSE OF JOB

The primary objective of this role is to perform a variety of accounting tasks to assist the Financial Controller and Management Accountant, as well as prepare and process the fortnightly payroll; other duties include general ledger, accounting and internal auditing functions, and act as back up for other staff in the organization.

KEY DUTIES AND RESPONSIBILITIES

- Perform computer input of monthly payroll, as well as prepare related requisitions for withholding annuities, benefits, etc. Perform electronic deposit function; complete computer reports to verify accuracy. Process payroll information to FRCS and FNPF;
- Maintain accounts receivables. Issue invoices to customers and handle all customer queries; resolve dispute; carryout customer account reconciliations; collection of payment for invoices; monitor and report on customer accounts to CFO. This includes Depot rentals & trench reinstatements;
- Daily banking and bank receipts postings;
- Responsible for issue of purchase orders in accordance to FRA's policies and procedures;
- Reconcile selected general ledger accounts; write journal entries for reclassification of expenses as needed;
- Maintaining Travel Float;
- Preparation of all statutory reports; FBT Returns, FNU levy;
- Reconciliation of accrual & repayments;
- Any other duties that may be appropriate to this role;
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;



- Reconciliation of all advances given to staffs for travel or any other business purpose.
- Any other responsibilities delegated by the FC & CEO.

COMMON ACCOUNTABILITIES

Compliance

Ensure that all actions of FRA and its Contractors and other agents are at all times within the law;

Ensure that all actions are within such powers as may have been delegated by FRA;

Compliance at all times with FRA's Staff Manual, Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make;

Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

Emergency Management

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to, a Business Continuity Plan and an Operations Recovery Plan.

General Management

In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option;

In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity;

- Protection of FRA's intellectual property rights;
- Protection of FRA's reputation;
- Good public relations.

Organisational Performance

Promptly furnish complete and accurate financial and non-financial performance results (against such of the performance targets listed in the Asset Management Plan, Corporate Plan and SOI as they relate to the Officer's particular area of responsibility) whenever required – but especially for updates of the Asset Management Policy, Asset Management Strategy, Asset Management Plan, Corporate Plan, and SOI and for the regular progress



reports throughout the year, the Half Yearly Report and the Annual Report. Note: A named position will be allocated responsibility for each performance target.

Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities in October each year following submission of the Annual Report to the Minister

The Financial Management Accountant will appraise the Payroll Officer which will be reviewed by the Financial Controller.

POSITION SPECIFICATIONS

- Degree in Accounting & Finance or similar discipline;
- At least 2 years' experience in accounting or payroll, or any satisfactory combination of experience;
- Ability to perform accounting functions in accordance with accounting standards in compliance with FRA guidelines;
- Good Knowledge of a variety of Office practices and procedures, use of office practices and procedures, use of office equipment;
- Proficiency with MS Dynamics Navision, PayGlobal and Online Transactive;
- Able to maintain confidentiality of employee records and information;
- Value for money, compliance enforcement and prompt and transparent financial reporting clearly understood to be the main business deliverables;
- Good people skills;
- Good analytical and problem solving ability;
- Good public relations skills;
- Good level of competence in Microsoft excel;
- Reliability, honesty, integrity and trust;
- Valid group 2 Driving Licence (manual) – added advantage.

This job description has been approved by:

Name	
Designation	
Signature	
Date	