



Position Title	Payables and Salaries Coordinator
Supervisor/Manager	Accountant – Financial Planning and Reporting
Reviewed Date	November 2018
Reviewed By	

(a) Prime Function/Purpose of Job

The prime function of the job is to manage the supplier accounts, process cash and account payments; and prepare and process fortnightly payroll for employees.

(b) Principal Objectives and End Results expected of the job

1. Supplier account management

- Raise and post invoices for all monthly purchase orders to enable payment processing
- Obtain all statements from vendors for whom account payment is to be processed
- Invoices, purchase orders, quotations and requests are to be attached to the related statement in chronological order for proper records
- Reconcile vendor statements to the transaction listing and submit for verification by 20th of each month
- Prepare cheques for payments and ensure that the cheques are signed by 25th of each month.

2. Analysis for Departmental Financial Reporting

a) Vodafone/Flashnet Usage

All mobile/flashnet usage should be analyzed using standard appropriate excel worksheet template. This is to assist in the following:

- Allocate appropriate costs to each department based on the staff for that respective department
- Derive excess usage by staff and invoice them accordingly

3. Utility bills and non-account payments

- FEA, Telecom, Vodafone and rent etc, including non-account payments are done on or before the due day stipulated on the vendor invoice

4. Cash Disbursements

- Reconciliation and re-imburement of petty cash float and meal allowance float on a timely manner
- All relevant documentation duly signed and approved to be attached to PV

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- Accountable advance/petty cash receipts to be retired as per finance and ISO policy timeline with supporting receipts/documents and reconciled for month end reporting purposes
- Staffs to be invoiced if evidence of disbursement not retired within the timeline set out in the finance and ISO policy

5. Filing

- All filings to be done in chronological order
- All PV to be filed on the day the cheque has been dispatched
- All supporting documentation **MUST** be attached to the PV. This includes, requests, quotes, PO, invoices and statements

6. Supplier Account Information Maintenance

- All supplier accounts in Accpac to be maintained and full details filled for the supplier
- Additions of new suppliers to Accpac system
- Reviewing credit terms of supplier
- Ensure that there is no duplication of supplier accounts and removal of all duplicated accounts

7. Process of fortnightly salary

- Obtain payroll input summary listing and documents on staffs hours of pay to be processed/ employees deductions/update of employees profile prepared by the HR staffs and verified and endorsed by the HR Manager
- Enter the hours/necessary adjustments in the system for a staff to be paid and including deductions for a staff as endorsed by the HR
- Back up the entered data for processing
- Print of processed reports necessary for pay verification by the SAO
- Electronic deposit of salary into respect bank accounts after endorsement by the authorized personnel's
- Email of pay-slips to the employees
- Printing and submission of system generated FNPF, PAYE, and deductions report to Payments Clerk for payment
- Generate the month-end pay reconciliation report from the system
- Generate the Annual Leave summary report on monthly basis from the system and verify against the HR records, note and resolve any differences
- Compute and prepare the net changes variance report on pay each month
- Prepare and file monthly EMS reports to FRCA
- Do periodic checks on accuracy of salaries
- Carry out year-end procedures of backup, printing to employee slips, reconciling PAYE submission to FRCA and filing all reports to FRCA at year end as required.
- Rectify and correct anomalies if such is detected.
- Filing of per pay salary and reconciliation reports

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- Filing of PAYE, FNPF and variance reports

8. Other Duties

- Relieve when cashier is on lunch
- Any other work as required by Manager Finance

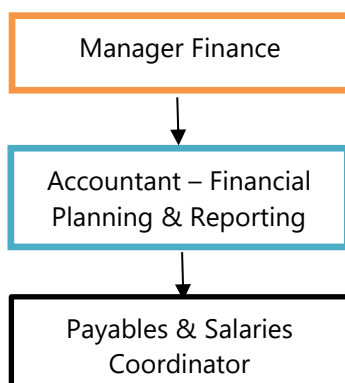
8. ISO Procedures and Finance Policy

- Carry out work as outlined in the ISO procedures and Finance Policy
- All transactions of Finance department to strictly adhere to these procedures and policies without deviation
- Recommend for changes to procedures and policies for continuous improvements and in line with standards

c) Job Dimensions

Number of Staff: N/A
 Operating Budget: N/A

(d) Organization Structure



(e) Knowledge, Experience, Skills and Attributes Required

The incumbent must possess the following:

- Fully understand the importance of supplier accounts reconciliations, ability to analyze trends in payment and enquire of any deviations.
- Meeting strict deadlines for data posting and supplier accounts payments is a must
- Should be out spoken and able to retrieve information from within MSAF and outside from supplier to carry out the duties diligently
- Carry out all reconciliations in a timely manner without errors
- All variations to reconciliation to be stated on the statement for verification

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- Basic knowledge of accounting and understanding expense account treatment is an added advantage.
- Thorough knowledge of PAYE regulations and ERP
- Familiar with requirement of FRCA in relation to submission of month end and annual reports
- Carry out all reconciliations in a timely manner without errors
- Knowledge of Datec payroll Accpac accounting software is an added advantage

Qualification Requirement

- The position requires at least 3-4 year experience as an Accounts Payable Officer and knowledge of Fijis payroll system and related; or
- Preferably a Diploma in Accounting/Commerce with 1-2 year experience as an Accounts Payable Officer and knowledge of Fijis payroll system and related; or
- Desirably a Degree in Accounting & Finance/Commerce.

The following are considered essential:

- Accounting knowledge
- Supplier account management
- Credit and Debit notes
- Time management
- Deadline importance
- Communication with immediate supervisor
- Work Independently without supervision
- Produce results without errors
- Payroll processing and reconciliations

Personal Attributes

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Willingness to work after hours to complete work on timeline

(f) Span of Control

i) Organizational wide

Enforcement of Finance Policy and Quality Assurance in relation to accounts payable and payroll processing.

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ii) **Responsible for**

- Processing payments and payroll as per instructions in the finance policy
- Ensure all disbursements are executed as required in the quality assurance procedures

(g) **MSAF Levels and Freedom of Action**

- There are no significant constraints; however as per policies and procedures to ensure control and accuracy all appropriate approvals and endorsements are sought from supervisors and managers before payment are dispatched out to vendors/suppliers.

(h) **Problem Solving**

N/A

(i) **Contacts**

- There is business relationship contact with internal customers of other departments of MSAF. The position of staff ranges from drivers to managers.
- Contacts with contact personnel of vendors with whom MSAF is dealing in relation to procurement. Also there is good relationship with customer service officers at FEA, Telecom and Vodafone.

(j) **Challenges and Impact on Organization Results**

Expenditure of any organization is crucial to the bottom line effect of the organization. Controlled expenditure and maintaining within budget assists the organization in achieving its desired results. The challenge is to ensure that the control is in place for timely payment of accounts, dues, and also ensuring the variance in budget is kept at <5%.

(k) **Additional Information Relevant to the Position**

- Processing of payments for taxi usage as departments are either not submitting receipts in time or not submitting at all.
- Processing and payment of staff deductions which ranges from MSAF paying for staff town and city rates which is not a function or responsibility of MSAF.

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