

# Government of Tuvalu – Job Description



<b>Position Title:</b>	Financial Accountant (Fixed Assets)	
<b>Level and Salary</b>	T1 – T3	\$15,448 - \$29,287
<b>Ministry and Department:</b>	Ministry of Finance	Treasury
<b>Location:</b>	Government Building, Funafuti	
<b>Reports to:</b>	Government Accountant	

## **JOB PURPOSE:**

Produce an accurate and update timely records of all Government inventories and assets in the FMIS ACCPAC in accordance with the Tuvalu Public Finance Act, Tuvalu Infrastructure Asset Management Framework and Asset and Inventory Ordinance.

## **KEY RESPONSIBILITIES:**

1. Manage and maintain accurate records of all Government assets and inventories in FMIS (ACCPAC).
2. Undertake and report the stock take of Government assets biannually.
3. Provide financial advice and trainings for Department / Ministry
4. Participate in any activities of the Financial Reporting Team.
5. Reports to the Financial Reporting Manager

## **MAIN DUTIES AND OUTCOMES:**

- 1.1 Ensure that all Government Assets and Inventory is accurately record maintain and update in FMIS ACCPAC.
- 1.2 Oversee and reconcile Treasury records with line ministries fixed asset registers are maintained in line with Government regulations and policies.
- 2.1 Participate in the bi annual stock take of government assets and inventories stores.
- 3.1 Provide regular training and support to Treasury Staff and line Ministries on technical Financial accounting practices and policies for fixed assets and inventories in accordance with the Tuvalu Infrastructure Asset Management Framework.
- 4.1 Assists in the preparation and publication of Treasury monthly report.
- 4.2 Assists in the compilation of the Tuvalu Whole of Government Annual financial statements for presentation to the Audit Office by 30th June each year.

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- 4.3 Represent the Department as required at domestic and international meetings and conferences related to Accounting and bookkeeping for Fixed Assets.
- 5.1 Reports to the Financial Reporting Manager when required.

### **MANDATORY REQUIREMENTS:**

At least a Diploma in Accounting, Economics, Commerce with 3 years of work experience in a similar field/position.

### **DESIRABLE REQUIREMENTS:**

- 5 years suitable accounting experience
- Ability to identify and implement improvements to the Accounting policies and Financial Management policies.
- Good written and oral communication skills both in Tuvaluan and English
- Ability to bring new ideas to improve our work and achieve the team outcomes.
- High-level attention to detail and accuracy