

**FINANCE & ADMINISTRATION DIVISION**

POSITION DESCRIPTION		
<b>POSITION:</b> FINANCE EXECUTIVE	<b>DEPARTMENT:</b> FINANCE	<b>ISSUE DATE:</b> July 2017 Revised dates :

<b>INCUMBENT</b>	
<b>DEPARTMENT</b>	<b>FINANCE</b>
<b>LOCATION</b>	<b>HQ Valelevu</b>
<b>REPORTS TO</b>	<b>MANAGER FINANCE</b>
<b>DATE</b>	

<p><b>Reporting Positions:</b> Nil</p>
<p><b>Purpose:</b></p> <p>To ensure that all cash receipts for HAF are properly recorded and reconciled; To contribute towards the achievement of departmental and divisional goals and objectives.</p>
<p><b>Accountabilities:</b></p> <p>The outlined accountabilities are performed by ten different finance executive staff :</p> <p><b>1 I. Direct Salary Deductions for customer’s accounts</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that all customers’ deductions are correctly and accurately uploaded in a timely manner.</li> <li>▪ Monitoring suspense accounts and ensures payout is reasoned.</li> <li>▪ Ensuring all requests for updating customers deduction accounts are dealt with in a timely manner.</li> <li>▪ Ensuring that weekly reports are proper and accurate reports and are also submitted for verification.</li> </ul> <p><b>II. Bank reconciliation</b></p> <ul style="list-style-type: none"> <li>▪ ensure that all customer payments and other income are properly recorded, banked.</li> <li>▪ Ensuring accurate and timely system updates for bank reconciliation items.</li> <li>▪ Advise daily cashflow balance status at 11am (reports) to General Manger Finance and team leader. Advise on the maturity/investment of short term deposits.</li> <li>▪ Daily compilation of receipts summary (verification of cashier receipts/banking)</li> </ul>

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- Update daily receipt of direct deposits (customer mortgage repayments) to bank account and advise DSD officer of the payments received from companies to the HA bank account.
- Post bank charges daily which incurred to all bank accounts (general journal posting )
- Perform daily bank reconciliation (Online) in NAV system.

#### **III. Ensuring that payment process and procedures are followed**

- All payments processing are properly authorized, verified and supported with required evidences
- Payments made in a timely manner to Suppliers, Office Bills etc
- Prompt response to queries and complaints
- Paid stamping and writing payment sequence numbers on vouchers
- Providing remittance advice

#### **IV. Monitoring of the fixed asset register(FAR)**

- FAR – Check authorized Capex Requisition Form Used for Acquiring Fixed Assets, Check Capex Budget
- Fill FA Card in System – Details, Depreciation rate
- Transfer FA Cost from WIP Account to FA Card (FA maintenance form used, proper approvals, documents attached, journalized)
- Tagging of acquired fixed assets
- Physical Verification of Fixed Assets
- Disposal of Fixed Assets (proper disposal form, proper approvals, documents attached, system journalized)

#### **V. VAT and provisional Tax**

- Ensure that Vat inputs and Vat outputs are properly recorded accordingly
- ensuring proper recording of Vat inputs comply with FRCS requirements
- Ensuring proper processing and lodging of Vat Returns are done before the due dates
- Ensure that tax deducted comply with yearly FRCS statutory requirements/changes to rates.
- ensuring proper processing and lodging of Vat Returns are done before the due dates

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#### **VI. Monitoring procurement for purchase orders & others**

- Ensuring all purchase orders raised are updated in the system.
- Ensuring orders are accurately and correctly entered and dispatched/emailed to respective departments/vendors
- Provide proper documentation/correspondences for each order
- Monitoring purchases by different divisions and their respective departments.
- Ensure that purchase order and payments procedures are met
- Ensure that all utilities payments are reconciled and processed on a monthly basis

#### **VII. Monitoring of stationery stock/stock – lots : ICT & Stationery**

- Prepare Journals for monthly request – ICT and Admin Stock
- Monthly Stocktaking-Physical
- Ensure the proper recording of all stock inventory to the property master on timely manner.
- Ensure that sale of Inventory Lot are recorded on timely manner.
- Ensure the timely completion of stock reconciliation.
- Ensure the proper recording of stock provisioning.
- Ensure proper recording and payment of Utilities for Unsold lots  
Ensure the proper recording of all Equipment and tool for projects and property team.

#### **VIII. Borrowing Portfolio/Mortgage Portfolio**

- Monthly interest accruals for bonds and loans
- Following up with interest payment advise and reconcile with the GL
- Preparation of interest & principal payments
- Monitoring and forecasting WACB
- Preparation of bond prospectus and also following up for early redemption options.
- Preparation of other ad hoc reports as required by managers
- Ensuring and verifying correct interest and other fees and charges is posted in Nav from Lendshare.
- Monthly loan portfolio analysis and reconciliation

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- ✓ Average lending rates
- ✓ Interest rate analysis
- ✓ Performing & non-performing loan movement analysis
- Reconciling Navision customer accounts
  
- ❖ **Monitoring of property sub projects**
  - Ensure to maintained proper record of transaction for all Sub projects.
  - Ensure the proper recording of payment and budget allocation for all sub projects.
  - Ensure necessary document are in place for all purchases issued.
  - Ensure proper filling and documentation for record.
  
- ❖ **Control and properly record all Contractor Progressive Claim/Provisional Costing**
  - Following up with the Engineer to contract for necessary documents which includes contractors invoice, engineers certification and approval memo.
  - Compiling the claims for approval before payment is processed.
  - Follow up on the valuation
  - Follow up on approved survey plan
  - Ensure accurate recording of relevant details such as survey plan/lot and lot area.

#### **IX. Budgeting**

- Assist in the preparation of annual budget and corporate plans.
- Compiling budget requests received from all departments for Capex & Operating expenditures.
- Forecasting the revenue and expenditures by identifying the fixed and variable costs.
- Uploading budget by department in Navision system

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- Monthly variance analysis and budget checking.

**XI Cashier**

- Receipting of customer payments
- Recording into Customer accounts & GL
- Reconciliation collection with report
- Disbursing and reconciling petty cash funds
- Preparing daily cashier reports for daily cash counts
- Preparing daily banking

**2. Providing Statutory Reports :-**

- Ensuring proper processing of Vat Returns, all Employer remittances,
- Submit FTRA, FIU [RBF], FRCS, Ministry of Housing & Local Govt, Ministry of Public Enterprises, Ministry of Economy reports.

**3. Providing accurate and timely financial reports by:**

- Preparing monthly reconciliations for all General Ledgers;
- Ensuring proper and accurate documentation are attached;

**Working Relationships:**

**Internal**

Manager Finance, Accountant & Department Heads  
Finance Officers  
Financial System Officers  
Administration Officer  
General staff

**External**

RBF, Employers, Lenders, Banks  
Customers  
Ministry of Finance, Housing

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**Major Challenges:**

- Ensuring proper and timely recording of all receipts
- Ensuring proper and timely bank & other general ledger reconciliations
- Submission of accurate daily, monthly and annual cash flow reports
- Proper update of borrowing register.

**Competencies, Experience and Qualifications:**

The following competencies, experience and qualifications are required to do this job:

- Diploma in Accounting or related discipline
- 3 years experience
- Computer literacy
- Good interpersonal skills
- Good communication (written and verbal) skills
- Team oriented and willingness to learn and adapt to change.
- Highly motivated
- Rational thinking
- Problem Solving
- Innovative
- Understanding Housing Authority’s strategies, policies, procedures and operational guides

**Salary Range:**        \$17,340 - \$26,009

**Category 4**

**POSITION HOLDER:**

**DATE:**

**GENERAL MANAGER FINANCE:**

**DATE:**

**CHIEF EXECUTIVE OFFICER:**

**DATE:**