



JOB DESCRIPTION

Position:	Assistant Accountant
Employer:	Fulton Adventist University College – a University College owned and operated by the Trans Pacific Union (TPU) of the Seventh-day Adventist Church
Location:	Sabeto Road, Masimasi, Nadi, Fiji
Revised:	August 2023

Fulton Adventist University College Mission Statement:

The Mission of Fulton Adventist University College is to empower graduates through quality Adventist Education for dedicated service.

Position Summary:

The Role of the Assistant Accountant is to:

Assist the Accountant in the operation of the Fulton Adventist University College Business office.

Qualifications Required:

1. Must be a practicing baptised member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
2. As a minimum, hold a Degree qualification in business specifically accounting.

Core Competencies:

1. Have a sound understanding of accounting principles and practice.
2. Be familiar with the accounting processes associated with the preparation and presentation of monthly and annual financial reports.
3. Be ICT competent and possess experience in the use of relevant computer-based packages within the institution and specifically for the management of accounts.
4. Be known for honest, timely and ethical business practice.
5. Demonstrate a customer-focused attitude of service.

6. Demonstrate high levels of confidentiality.
7. Have an interest in, and aptitude for, cross-cultural ministry.
8. Be familiar with the role of *South Pacific Division Policy* and *TPUM Accounting Methods* and the financial implications associated with these policies and procedures.

Specific Responsibilities:

1. Assist in planning the workflow of the business office to facilitate the efficient preparation and distribution of financial reports.
2. Prepare and process Staff Payroll on a fortnightly basis, filling of payroll reports and the distribution of pay slips to staff.
3. Prepare the payment of FNPF, insurance and PAYE tax on a monthly basis and input this into the General Ledger.
4. Serve as cashier for the disbursement of petty cash and receipting; as rostered.
5. Assist the Accountant in the posting of creditor invoices and debit/credit notes to the General Ledger.
6. Prepare monthly reconciliation of creditors and bank accounts
7. Analyse various clearing accounts.
8. Assist staff and students with their financial queries.
9. Assist the accountant in the preparation of annual Financial Statements.
10. Any other responsibilities as delegated by the Accountant and the Business Manager.
11. Assist in preparation of Invoices for students.
12. Initiate payment to creditors and sundry creditors via corporate online platform and cheques.

Key Performance Indicators:

1. Consistently reflects the mission and values of the Church.
2. Actively promotes the mission and values of the College to staff and students.
3. Competently meets the specifications of the Job Description.
4. Consistently demonstrates sound judgment in decision making.
5. Actively nurtures and supports all persons who report directly to her/him.
6. Is respected by staff and students as a Christian professional.
7. Responds positively to feedback.
8. Is known for their confidentiality.

Terms and Conditions:

The terms and conditions shall be read in conjunctions with the *Fulton Adventist University College Employees Handbook*, this job description and the *SPD Working Policy* as amended from time to time.

Appointed by:

The Fulton Adventist University College Administrative Committee.

Term:

This is an appointed position and is subject to satisfactory performance.

Performance appraisal:

Informal review after 6 months then formal appraisal at 12 - 18 month intervals.

Responsible to:

The Fulton Adventist University College Business Manager

Remuneration:

As per the Fulton Adventist University College Wage Schedule as amended from time to time.

Personal Commitment:

Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the church's Christian values, as referred to in the TPUM Office Manual and the SPD Working Policy Book.

Confirmation:

Name of the appointed person:

Signature of the appointed person:

Date of signing:

Signature of witness (FAUC Officer):
