



Fulton Adventist  
University College

"Others" | EST 1905

## **JOB DESCRIPTION:**

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<b>Position:</b>	<b>Accountant</b>
<b>Employer:</b>	<b>Fulton Adventist University College owned and operated by the Trans Pacific Union (TPU) of the Seventh-day Adventist Church</b>
<b>Location:</b>	<b>Sabeto Road Nadi Fiji</b>
<b>Revised:</b>	<b>15 July 2022</b>

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### **Fulton Adventist University College Mission Statement:**

The mission of Fulton Adventist University College is to empower graduates through quality Adventist Higher Education for dedicated service to the South Pacific community.

### **Position Summary:**

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#### **The Role of the Accountant is to:**

Assist the Business Manager in the daily operation of the Fulton 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. Hold current Missionary credentials.
3. A working knowledge of the church and its management.
4. A degree in business or accounting.
5. Have an interest in and aptitude for cross-cultural ministry.

#### **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 computer literate and possess experience in the use of relevant computer-based accounting package(s).

4. Have a working knowledge of the *Microsoft Office* suite of software and be a proficient user of the *Microsoft Excel* spreadsheet package.
5. Be familiar with the role of *South Pacific Division Policy* and *TPUM Accounting Methods* and the financial implications associated with these policies and procedures.
6. Be familiar with *Government/Statutory laws* and *accounting practices* (taxation/finances/labour/payroll)

### **Specific Responsibilities:**

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1. Plan the workflow of the Business office to facilitate the efficient preparation and distribution of financial reports.
2. Prepare and process administrative charges to and recoveries from denominational institutions and Missions, and external entities as required.
3. Prepare and circulate a weekly cash flow statement and provide advice and forecast to the Business Manager/Admin.
4. Process monthly Car Allowance and Interest based on approved rates.
5. Timely preparation and distribution of operating statements.
6. Supervise monthly "rollover" of accounts, circulation of relevant statements and departmental reports, and follow-up of debtors' accounts as necessary.
7. Process the payments of Wages Tithes and Sustentation on a monthly basis
8. Prepare statutory compliance reports such as Fringe Benefit Tax.
9. Assist in the preparation of annual Financial Statements.
10. Authorize journals, cheques and receipts for posting to the General Ledger.
11. Initiate payments through internet banking and process payroll payments.
12. Analyze various accounts.
13. Prepare various ad-hoc reports as requested.
14. Prepare the student fee charges in consultation with the Business Manager on a semester basis
15. Any other responsibilities as delegated by the Business Manager
16. Liase with government agencies, e.g. FRCS/FNPF
17. Assist staff, students and other College stakeholders with their queries.

### **Key Performance Indicators:**

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1. Consistently reflects the mission and values of the Church.
2. Competently meets the specifications of the Job Description and Office Manual.
3. Consistently delivers a high level of customer service.
4. Facilitates the smooth day to day functions and services of the Business office.
5. Consistently demonstrates sound judgment in decision making.
6. Embraces innovation, change and training that have the potential to improve his/her performance and delivery of service.
7. Actively supports all members of the Business office team to achieve high levels of commitment to the work of the Business office.
8. Posting of Journals and Cheques are all up to date.

9. Responds positively to feedback.
10. Achieves a consistently high score in performance appraisals.

## **Occupational Health and Safety**

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- Contribute to the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Report any injury, hazard or illness immediately, where practicable to their supervisor.
- Avoid placing others at risk by any act or omission.

Note: for a full overview of Fulton Adventist University College' approach to OHS all staff should refer to the Employee Handbook.

## **Terms and Conditions:**

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The terms and conditions shall be read in conjunctions with the *Fulton Adventist University College Employee 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:**

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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:**

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Name of the appointed person:

Signature of the appointed person:

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Date of signing:

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Signature of witness:

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Signature of witness (HR Officer):

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