



Tertiary **Scholarships**
& **Loans** Service
Empowering Fiji's Future

+679 892 1240 mytsls@tsls.com.fj www.tsls.com.fj Unit 36-37, Level 1, Garden City Complex, Raiwai

JOB DESCRIPTION - PAYABLES OFFICER

IDENTIFICATION

Position Title: Payables Officer

Position Number: TSLs 09

Reports to: Head of Finance and Corporate Services

Location: Suva

Category: Staff

Supervised by: Head of Finance and Corporate Services

ORGANIZATION CONTEXT

The Tertiary Scholarships and Loans Service (TSLs) is a Statutory Institution established under the Tertiary Scholarship and Loans Act 2014 ("the Act") to administer and implement Government funded scholarship, study loan and grant schemes. TSLs is responsible for ensuring transparent and accountable management of Government funding. In doing this, TSLs focuses on achieving demand led human capital development outcomes for Fiji.

POSITION CONTEXT

The Payables Officer is an existing position responsible for prudent management of payment processes, reconciliations and issuing of LPO's in a timely manner in accordance with TSLs Financial Regulation. The position is part of the Finance and Corporate Services and will work with Head of Finance and Corporate Service in processing of all operating and schemes payments.

The Payables Officer will ensure that all operating and schemes payments are done in a timely manner.

KEY ACCOUNTABILITIES - PAYABLES OFFICER

- General responsibility to the Head of Finance and Corporate Services for prudential management of TSLs finances.
- Administration of schemes and operating budget and execution of payments.
- Receive requests from staff/department for purchase of stationaries and office supplies.
- Obtain competitive quotations from the suppliers.
- Raise purchase orders to the relevant suppliers for purchase of goods and services.
- Checking of goods received from suppliers as per purchase order.
- Receive the invoices from the suppliers.
- Checking and verification of invoices received from Suppliers for TSLs's operating activities.
- Preparing payment to suppliers for operating activities.

- Providing remittance to suppliers after payment has bene executed.
- Preparing reconciliations for payments to suppliers.
- Checking Telegraphic Transfer (TT) Form for payment of overseas student's tuition and allowance.

- Preparing of payment for student's allowance.
- Preparing payment for student tuition.
- Providing remittance to Tertiary Education Institutes after payment has been executed.
- Maintaining proper payment records by filing of payment vouchers with all invoices and other supporting documents after execution of payments.
- Assembling payment vouchers for submission to Ministry of Finance and Ministry of Education for acquittal purposes.
- Attending to queries on student allowances and tuition.
- Assisting in Cash flow projection
- Assisting preparation of Operating and Schemes Budget
- To provide administrative support for processing allowances and tuition payments
- Filing/archiving all accounting records in a secure and efficient manner
- Assist in resolving queries and complaints from the stakeholders.
- Ensure allowances are released as scheduled.
- Contribute to the daily assessment of a day's work for further improvements
- Assisting in getting the Financial Statement audited by attending to the auditor's queries and providing the necessary documents requested.
- Assembling relevant data as requested by Manager Accounting and Head of Finance and Corporate Services.
- General responsibility for managing TSLs properties and assets.
- Assist in processing student applications for scholarships and study loans
- Performs related duties as assigned.

QUALIFICATION

- Diploma in Accounting/Finance or related Commerce field.

EXPERIENCE

- 3 - 5 years of relevant work experience in Payables Role.
- Demonstrated understanding of Financial System and Procedures.
- Demonstrated knowledge of recording transactions on Sage or other similar accounting software.
- Demonstrated knowledge of end of the month process including reconciliation.
- Demonstrated knowledge of procurement process.

ATTRIBUTES

- Organizational skills including attention to detail and multitasking skills.
- Ability to work under pressure and meet tight deadlines, managing multiple activities while working under minimum supervision.
- Communicate effectively orally and in writing.
- Ownership, accountability, high levels of confidentiality and integrity (relating to both data and verbal communication) is essential.

RENUMERATION

- **Salary Band:** 2
- **Salary Range:** \$22,568.00 - \$33,851.00

AGREEMENT

Signatures by Supervisor and the Payables Officer imply the terms and conditions of employment contained herein are accepted, and the document forms a valid employment contract.

Supervisor's Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Witness Name: _____ Witness Signature: _____

Further information for the above position can be downloaded from TSLs website www.tsls.com.fj or by contacting **Ms. Ateca Daugunu** on 8921240 or email at adaugunu@tsls.com.fj.

Applicants are required to send application via email to jobs@tsls.com.fj with subject as "Payables Officer".

Application closing on **Tuesday 28th January 2025. Applications must reach TSLs by 4.00 p.m.**