

Job Title	Property Accounts Officer
Grade	2B
Business Unit	Finance
Reports to	Property Accountant
Location	Suva

Job purpose

To provide accounting service and advice to properties team and assist management in the achievement of department objective.

Duties and responsibilities

- Manage tenant details including new tenants in Epicor & PROMIS upon receiving appropriate approvals and ensure correct bonds are receipted as per offer.
- Create & post monthly rental invoices for all tenants including tenants invoice adjustment/ rebates and backdate of rent upon proper approvals from CIO/CEO.
- Generate manual invoice only upon approval from Manager Finance.
- Ensure that all invoices generated are timely submitted with attached dispatch list to Property Officers.
- Implement changes to rental invoices with proper approval from Head of Division.
- Receipt all direct credit transaction to the Property Bank account on a timely basis.
- Provide properties team with bi-weekly update on rental collection and follow up with the property officers on outstanding arrears.
- Allocate cash receipts entry to individual tenant accounts on a timely basis.
- Assist in the preparation and monitoring of an annual operating budget for all properties.
- Gather information regarding debtor's write-off and submit it to the properties manager.
- Monitor income and expenses for all Investment Properties and inform supervisor and manager on any variances to budget.
- Process the transfer of funds from Investment property account to other nominated FNPF bank accounts upon approval on a timely basis.
- Assist and respond to inquiries from internal and external auditors on a timely basis.
- Ensure daily receipting of carpark and other facility income.
- Monitor cash collections and petty cash for properties department. Must conduct surprise checks periodically and report irregularities promptly.
- Perform assigned general ledger reconciliations related to Properties. These includes FEA deposit, Rental Deposit, Property other Deposit, Sundry debtors, retention, Performance Bonds, Rent in advance & provision for doubtful debts. Also advise and follow up with departments on bonds & retention refunds and properly maintain file for all retentions booked and performance bond received.
- File bank statement, maintain separate entry and exit, rent review and rebate file for all tenants.

- Update the operating lease schedule on a regular basis and flag any leases that are about to expire.
- Assist in year end investment property valuation and keep records of the data from previous years' valuations for reference purpose.
- Assist/prepare monthly VAT and ensure VAT details are uploaded to FRCS portal on a timely basis.
- Assist Supervisor in passing IFRS 16 related entries on a monthly basis.
- Perform any other duties as assigned by the Supervisor, BU Manager or the Division Head.

Education & Experience

- Degree in Accounting and Financial Management or Experience in similar role
- At least 1 year of similar experience in accounting discipline.

Key Competencies

- Ability to demonstrate continuing professional commitment and interest by taking part in professional training or participating in team building activities
- Ability to meet deadlines.
- Team worker with ability to inspire and maintain good relations within the team and with other FNPF staff.
- Ability to deal with confidential information in a professional manner
- A flexible approach and a willingness to assist with a variety of other tasks within the Department
- Ability to respond to pressure in a business-like manner and to remain pleasant and approachable.
- Self-direction or ability to stay motivated towards a goal
- Self-awareness or being honest with one's self
- Ability to learn from mistakes
- Open minded or willing to learn new things
- Accuracy
- Consistency
- Demonstrates a high level of initiative with the ability of providing high quality service
- Knowledge in Epicor & PROMIS
- Proficiency in MS office.
- Computer literacy
- Report writing skills

Reporting Structure

Direct Reports: None

Indirect Reports: None

Authority Levels

Financial: None

Staff: None

Contractual: None

Internal & External Contacts

Internal Contact

- Property Accountant
- Property Officer
- Properties Manager
- Manager Finance
- Staff as required

External Contacts

- Tenants
- External Auditors
- Banks

Working conditions

The incumbent may be required, to from time to time, to work late hours or during weekends.