



Falkland Islands Government – Job Description

Job Title:	Accounting Assistant (Debtors and Insurance)		
Department:	Treasury	Section:	Accounts
Reports to:	Exchequer Office Supervisor		
Grade:	Falkland Islands Government Grade – E1	Job Code:	602AA5

Job Purpose

To work with Departments on the resolution of debtor related issues in relation to amounts owed to and from FIG. To support the departments in operating an accurate Rent, Property Service Charge and Rebate systems. To manage the government's corporate insurances.

Job Facts & Figures:

- ❖ FIG Annual Cost Operating budget c £60m
- ❖ FIG Annual Capital Expenditure budget c £20m
- ❖ Treasury team 15 persons

Main Accountabilities:

- ❖ To support Departments on resolving debtor issues. This would include the running of reports from MS Dynamics, supporting departments in the settlement of debt from customers, and preparing the necessary paperwork for unresolved issues to be referred to the AG's office for further action.
- ❖ To assist in the development of the Collections Management module in MS Dynamics as a means of recording and prompt for actioning debtor collection activities in a more efficient way.
- ❖ Support the departments in their management of financial systems for FIG owned properties. In particular, assistance would be provided for monthly rent charges, undertaking credit control on unpaid sums and resolving queries with tenants, and the monthly production of an aged debt report for Housing Committee.
- ❖ Supporting the departments in their management of the annual property service charge system. In particular, assistance would be provided in administering the annual charges, undertaking credit control on unpaid sums and resolving queries with members of the public.
- ❖ Provide assistance in the provision of Treasury Welfare Benefits.
- ❖ Provide support to the reconciliation of general ledger accounts and adhoc support to other Treasury functions.
- ❖ Control and co-ordination of insurance matters and liaison with brokers and department heads when claims are made or premiums are due for renewal.
- ❖ Management and maintenance of the Travel Credit scheme including creation and maintenance of clear recording systems of entitlements, accounting entries, making of payments as per the agreed criteria and provision of year end information and adjustments for the accounts. This potentially involves influencing policy decisions in relation this area.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

The post holder may be required to undertake a variety of other duties substituting for absent staff in any of the Treasury sections.



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Person Specification:	Accounting Assistant (Debtors and Insurance)		
Criteria	Essential	Desirable	Assessment Method
Qualifications:			
GCSE Grade C or equivalent in English and Mathematics.	✓		A
NVQ Level 3 (or equivalent)	✓		A
NVQ Level 4 (or equivalent)		✓	A
Accounting qualification such as AAT/CAT either attained or being progressed.		✓	A
Knowledge, Skills & Experience:			
Experience of at least 4 years in a finance function	✓		A
Experience of working with computerised financial systems	✓		A/I
Experience of word processing and spreadsheets	✓		A/I
Ability to liaise with other departments, other organisations and the public.	✓		I/R
Ability to work on own initiative and with creativity	✓		I/R
Ability to work under pressure	✓		I/R
Good oral and written communication.	✓		I
Experience of using Microsoft Dynamics		✓	A
Experience of credit control		✓	A
Experience of dealing with insurance contracts		✓	A
Personal Attributes:			
High standards of attention to detail & accuracy	✓		I/R
High levels of confidentiality	✓		I/R
Flexibility in attitude to meet the workload needs of the team as a whole.	✓		I/R
Determination to carry out tasks to completion.	✓		I/R
Consistency in judgement.	✓		I/R
Ability to find new solutions and suggest improvements,		✓	I/R
Sensitivity in managing conflicting requirements.		✓	I/R
Proven ability of encouraging team members to work together and develop new ideas.		✓	I/R
Significant administrative and organisational skills.		✓	I/R
Dedication to public service.		✓	I

Method of Assessment:

- A - Application Form
- I - Selection Interview
- R - Reference