



VACANCY

The Land Transport Authority is seeking to recruit dynamic and resourceful persons for the following positions based at our Head Office in Valelevu, Nasinu.

MANAGER STANDARDS AND COMPLIANCE

SENIOR ACCOUNTANT

Primary Role

- To lead and manage the finance section. Reporting to and working closely with the General Manager Finance & Administration.
- The timely preparation of monthly management accounts/reports, annual financial statements, budgets, and providing financial information to management.

Key Outcomes

- Preparation and presentation of management accounts, statutory accounts, balance sheet and cash flow management within the deadline
- Production of timely and relevant financial information
- Developing the business analysis function including KPI's and responsibility over the budgeting process
- Liaising with auditors
- Enforcement of LTA policies and procedures and implementation of audit recommendations
- Interfacing closely with IT and Finance in order to develop financial systems
- Overall supervision and output of Finance section
- Involvement in the continual improvement of the general business process and internal controls
- Ad hoc project work when/where required
- Supervisory and inter-personal skills as well as articulation of LTA values
- Computer literate and good written/oral communication skills.

Qualification

- A degree in Accounting
- At least 5 years work experience in finance and handling of the above work
- A self starter able to build relationships with finance and operational staff at all levels
- Adaptive to the work requirements and have a flexible approach
- Comfortable in a 'hands on role' and looking at ways to develop the finance function

Remuneration

An attractive and competitive remuneration package will be offered to the successful applicant.

Primary Role

- Monitor organizational compliance to Transport Act and Regulations
- Initiate, plan and develop compliance strategies.
- Coordinate manpower to monitor compliance
- Ensure that operational projects to be compliant with
- Ensure all vehicles registered are compliant to Transportation standards
- Initiate and provide advice on improvements
- Ensure compliance to OHS standards and regulations.
- Formulate and document all standards
- Implement and monitor compliance of all standards
- Review and innovate changes in standards
- Liaise with Training Officers on training of required staff on the standards and preparation of training manuals.
- Initiate and provide advice on improvements of standards
- Communicating the standards to the stakeholders on the standards (authorized motor vehicle dealers, inspection agencies, bus operators, authorized garages, taxi operators, and mini buses -all PSV Operators.

Key Outcomes

- Formulate and document all policies and procedures of compliance and standards
- Adequately respond to issues that are related to policies, procedures and standards
- Advise management on improvement of policies and procedures
- Deliver awareness training on policies and procedures
- Liaise with the Training Officer for the preparation of the training materials and manual
- To research and propose new business initiatives/projects/programme in terms of compliance and standards
- To project manage the new business initiatives upon approval
- To plan and implement the new business initiative or project
- Lead the team in implementing the change process
- Communicate and lead the change among staff and stakeholders
- Building and maintain good relationships within Land Transport Authority and Transport Industry
- Maintain good relationship with stakeholders
- Set budget and monitor expenses
- Set measures, monitor and assess staff performance
- Guide and coach staff in maintaining quality work
- Provide timely monthly sectional report.
- Ensure prompt response to stakeholders

Qualification

- Degree in relevant field
- Degree in Automotive Engineering would be an advantage.
- At least three (3) years practical experience in formulation of policies and in management role
- Ability to provide practical advice on procedures, policies and standards Transport Regulations and LTA Procedures and Policies
- Basic understanding of Hindi/Fijian and good command of English
- Clean and valid driving license
- Sound influence and networking skills.
- Computer literate
- Good oral and written communication skills.

Remuneration

An attractive and competitive remuneration package will be offered to the successful applicant.

Written applications are invited from suitable and qualified persons. The applicants are requested to provide the following:-

- A CV containing details of academic and employment history
- Names and contact details of three (3) referees who can comment on the applicant's career to date.

Applications will close at 3.00 pm on Friday, 6th August 2010 and should be addressed as follows:-

Vacancy - Senior Accountant /Manager Standards & Compliance

The Manager Human Resources
Land Transport Authority
P O Box 6677
NASINU

For any further information or clarification on the above, please contact Mr Ashish Chand on 3347112 or email: ashish.chand@lta.com.fj