



MINISTRY FOR PUBLIC SERVICE, PUBLIC ENTERPRISES AND PUBLIC SECTOR REFORM

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Circular Memorandum

TO: The Permanent Secretaries and Heads of Departments

**SUBJECT: REVISED MINIMUM QUALIFICATION REQUIREMENTS FOR THE ACCOUNTING
CADRE**

1.0 Background

1.1 The Commission at its meeting held on 22nd February, 2007 approved the new minimum qualification requirement (MQR) for the Accounting Cadre Occupational group as reflected in the table below:

Post Title	Grade	MQR
Principal Accounts Officer (Principal Finance Manager)	AC01	Appointee must have a degree or post graduate degree in accounting, or Finance and a member of Fiji Institute of Accountants or an equivalent/recognized professional body. He/she should have also served at least 2 years as Senior Accounts Officer or relevant experience in any other organization, or without the 2 years requirement, has demonstrated intellectual capacity drive, determination and flair in existing grade or position OR An Officer of high caliber. Qualification required for appointment as Senior Accounts Officer for at least 2 years and must have demonstrated intellectual capacity, drive, determination and flair in existing grade/position. Consistently good reports and ability to manage staff and resources.
Senior Accounts Officer	AC02	A degree in Accounting, Finance/ Business Studies and preferably a member of the Fiji Institute of Accounts or a recognized/ equivalent professional body. Must have experience in managing staff and resources and have served at least 2 years as an accounts officer, or relevant experience in any other organization, or without the 2 years requirement, has demonstrated intellectual capacity, drive, determination and fair in existing grade or position OR Qualifications required for appointment as an Accounts Officer and at least 2 years service in that grade or equivalent and must have demonstrated intellectual capacity, drive determination and fair in existing grade/position. Consistently good reports and assessed potential and ability to progress beyond Senior Accounts level
Accounts Officer	AC03	A degree in Accounting, Finance of Business Studies and preferably a member of the Fiji Institute of Accountants or a recognized or an equivalent/ recognized professional body. OR He/she should have served at least 2 years as Assistant Accounts Officer and

		have demonstrated intellectual capacity, drive, determination and flair in existing grade or position. Should be a team player and has acquired consistently good reports.
Assistant Accounts officer	AC04	A minimum of a degree in accounting or related discipline or equivalent from a recognized institution. OR A pass in service exam u. Appointee must have served at least one year in SSO5 grade and have passed H1 & H2 service and have demonstrated intellectual capacity, drive, determination and flair in existing grade of position; or successfully completed form 7 examination with a pass in accounting.

2.0 ACCOUNTING CADRE - MINIMUM QUALIFICATION REQUIREMENT

2.1 The new MQR for the Accounting Cadre Occupational group is to be effective from the 22nd February 2007, the date of the Commission approval.



Tom Lee

Acting Permanent Secretary for the Public Service & Public Sector Reform