

<b>Position</b>	<b>Finance Officer</b>
<b>Location</b>	Coordination Office (CO) – Nadi, Fiji
<b>Reports to</b>	General Manager (GM)
<b>Position dimensions</b>	Employees reporting directly to the position: None
<b>Contract Period</b>	The position will be contracted to 30 June 2011 with a probation period of 6 months
<b>Position summary</b>	Responsible for assisting the General Manager and SKM in the effective management of the Coordination Office finance and staff development systems.
<b>Key responsibilities</b>	<p>This position will:</p> <ol style="list-style-type: none"> <li>1) Maintain the finance and accounting systems and maintain accounting records for the CO headquarters and Country Program Coordinators consistent AusAID and SKM guidelines.</li> <li>2) Prepare monthly finance reports for the CO and ensure the accuracy and probity of all CPC monthly financial reports for GM endorsement and forwarding to SKM.</li> <li>3) Coordinate CO staff payroll functions and provide advice to GM and SKM to ensure proper adherence to relevant labour laws.</li> <li>4) Liaise with local tax authorities relating to government taxes, tax clearance, and exemption of taxes and ensure prompt payment.</li> <li>5) Assist GM in budgeting and financial management and monitor expenditure levels in line budget areas</li> <li>6) Manage CO Locally Engaged Staff professional development and training</li> <li>7) Manage the fixed asset registry for all SKM equipment, including vehicles and ensure appropriate insurance and maintenance</li> <li>8) Manage finance and associated administration procedures as per the Quality Systems Operating Manual and ensure procedures are regularly reviewed and revised as needed</li> <li>9) Actively participate in CO team meetings and other internal work committees as needed</li> <li>10) Other responsibilities as determined by the GM.</li> </ol>
<b>Key selection criteria</b>	<ul style="list-style-type: none"> <li>■ Diploma in finance/book keeping and/or equivalent work experience</li> <li>■ Proven track record of developing and maintaining office finance systems, including effective book keeping in a modern office environment</li> <li>■ Skilled in the use of a wide range of software, including the full MS Office suite and other relevant software packages</li> <li>■ Demonstrate ability for effective communication in the English language, both written and verbal</li> </ul>

	<ul style="list-style-type: none"><li>■ Evidence of delivery against commitments</li><li>■ Demonstrated ability to work effectively in a cross cultural team environment</li></ul>
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## How to Apply?

Your written application should include:

- An application letter which quotes the Position Title
- A statement addressing all of the selection criteria
- A Curriculum Vitae (CV) that provides full personal details, qualifications, previous employment and experience
- The names and contact details of three referees.

Before lodging your application, you will need to carefully read the Position Profile above. The Position Profile contains the selection criteria and provides details about the key responsibilities of the role, as well as its organisational context.

To enable the selection committee to assess applicants' suitability for a position, applicants are required to address the selection criteria specified above. You should address each selection criterion individually and cite evidence, using examples, to support your claims, rather than just presenting a list of facts. Please be aware that if you do not address the selection criteria, you may not be considered for the position.

Completed applications should be sent to Mr Antoine Barnaart by emailing [antoine.barnaart@apc.edu.au](mailto:antoine.barnaart@apc.edu.au).

More information can be obtained by calling (679) 6728777 ext 206 or 9994059.