

Finance Officer

- **Located in the APTC Coordination Office – Namaka, Nadi , Fiji**
- **Long-Term contract to June 2011**

The Australia-Pacific Technical College (APTC) is working in partnership with industry and regional governments to produce work-ready Pacific Island graduates to Australian vocational standards. The APTC Coordination Office is managed by Sinclair Knight Merz Pty Ltd (SKM) on behalf of AusAID.

SKM has an immediate vacancy for an experienced Finance Officer who will assist the General Manager and SKM in the effective management of the Coordination Office finance systems.

The successful applicant will have a Diploma in finance/book keeping and/or equivalent work experience, proven track record of developing and maintaining office finance systems, including effective book keeping in a modern office environment, possess strong people skills backed by a history of delivering on commitments, and possess a high command of the English language, both written and verbal.

APTC is an equal opportunity employer and encourages applications from suitably qualified women and men.

A copy of the position description and details on how to apply can be obtained at www.aptc.edu.au , by emailing antoine.barnaart@aptc.edu.au or by calling (679) 6728777 ext 206 or 9994059.

Closing date for applications: COB 12 February 2010