



LEGAL AID COMMISSION

"An Equal Opportunity Employer"

VACANCIES

The Fiji Legal Aid Commission is a statutory body established by the Legal Aid Act of 1996 to provide assistance to impoverished persons. In pursuit of "providing greater access to justice for all Fijians" and to further strengthen its Finance Unit, the Legal Aid Commission now invites applications from suitably qualified candidates for the position of Senior Finance Officer.

SFO 01/2021

Senior Finance Officer (Suva)

KEY RESPONSIBILITIES:

The appointee shall be responsible for:

- assisting the Principal Finance Officer in ensuring a compliant and sound financial structure in line with local and international practices and standards;
- assisting the Principal Finance Officer in preparing and administering the annual budget, monthly financial returns, answering finance and audit queries;
- assisting the Principal Finance Officer in preparing acquittals, verifying Cash Register, verifying all Finance related payments and reconciliations and other reports.
- A fast, efficient and professional delivery.
- Ensure staff salary payments, FNPF Contributions, PAYE and other deductions are made as required.
- Ensuring that all payments including salaries and wages are verified and passed and are made within budgetary spending adhering to all financial policies and procedures.
- Ensure proper maintenance of Fixed Assets Register, proper filling of inventory, and timely internal & external audit of Financials.
- Mentor, train and provide support services to subordinate finance staff and supervise their work.
- Providing regular monthly financial reports to the Principal Finance Officer, and executive management.
- Providing regular monthly financial reports using IFRS for SMEs and IAS to the Principal Finance Officer.

SELECTION CRITERIA

THE PERSON

The candidate, apart from holding Bachelor's Degree Major in Accounting & Economics, or Accounting & Information System, or Accounting & Management should preferably hold a Post Graduate or Masters qualification from a recognized university with at least 5 years of relevant work experience in financials and internal control related work.

The Person must be a team player, have a strong finance background coupled with appropriate qualification and relevant work experience in this field of work. The person must manage confidential information with utmost professionalism and unquestionable integrity.

SKILLS AND ABILITIES

Candidates possessing the following will be preferred:

- Sound knowledge of accounting principles
- Able to manage and motivate staff at different levels and from different background and experience
- Ability to analyze and contribute to solutions to complex problems
- Demonstrated ability to maintain confidentiality and neutrality in all dealings
- Proficient in excel, word and computer skills

- Ability to apply accounting knowledge
- A competent team player

SALARY

- **In making the Legal Aid Commission an “employer of choice”, a lucrative salary package would be offered.**

To be considered eligible, applicants **MUST INCLUDE** all of the following:

- covering letter;
- curriculum vitae from applicant detailing personal details, academic qualifications and work-related experience (should be no more than 4 pages);
- certified copies of all academic transcripts that specify grades, Grade Point Average (GPA) and or marks;
- a certified copy of the applicant's full birth certificate.

Applications for the above positions are to be clearly identified using the Vacancy Reference Numbers provided. **CANDIDATES MUST STATE THE POSITION AND OFFICE APPLIED FOR. CANDIDATES WHO DO NOT SPECIFY THE POSITION AND OFFICE WILL NOT BE CONSIDERED.** Enquiries can be directed to Mr. Shahin Ali, Acting Director, Legal Aid Commission on Mobile number 9983427 or via email: vacancies@legalaid.org.fj. Please note that when submitting applications through email, all relevant documents must be included in order for the application to be considered.

NOTE: APPLICANTS WHO DO NOT SUBMIT THE REQUIRED DOCUMENTS AND WHO DO NOT COMPLY WITH INSTRUCTIONS WILL NOT BE CONSIDERED. Due to the high number of applications expected, only short-listed candidates will be contacted.

The positions are on a contract basis. Applicants are to submit their applications by Friday 3.00 p m , 26th February, 2021. **Applications received after this date and time will NOT be considered.** All applications are to be sent to:

(Vacancy Title & Reference Number) Chairperson
Legal Aid Commission
Private Mail Bag
Government Buildings
Suva

Or hand delivered to the following Address:

Legal Aid Commission
Legal Aid Fiji Building
41 Loftus Street
Suva

Or via email: vacancies@legalaid.org.fj