



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 Corporate Unit, the Legal Aid Commission now invites applications from suitably qualified candidates for the vacancies referred to below.

V/No: SFO 01/2023 SENIOR FINANCE OFFICER

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 administrating 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 , 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.

Person Specification

Must Bachelor's Degree Majoring in Accounting & Economics, or Accounting & Information System, or Accounting & Management and preferably hold a Post Graduate and above from a recognized university;

Knowledge, Experience, Skills and Abilities

The applicant should possess:

- At least 5 years of relevant work experience in dealing with financials and internal control related work
- Ability to work under minimum supervision and achieve relevant outputs with strict deadlines
- 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
- Accuracy and attention to detail
- Able to work under pressure and long hours if required

Salary

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

Personal Character and Eligibility

All applicants for employment in the Legal Aid Commission must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be Fijian Citizens, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty. The Legal Aid Commission is an *Equal Opportunity Employer*. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants.

Application Process

To apply and be eligible for consideration applicants **must** submit the following documents:

1. A cover letter addressing the knowledge, skills, experience and abilities required for the position; no more than four (4) pages.
2. A current CV/Resume with referee contact details.

3. Copies of academic transcripts which must include Grade Point Average (GPA).

The Legal Aid Commission has competitive open-merit based recruitment & selection process. **Candidates who do not submit the required documents as per the instructions will be excluded from the recruitment and selection process for non-compliance.**

Submission

Applications must be submitted by 12.00pm on Friday 10th February, 2023; **late applications will not be accepted.**

Applicants are encouraged to submit their application by email to vacancies@legalaid.org.fj

OR

(Vacancy Title & Reference Number)

The Director

Legal Aid Commission

41 Loftus Street

Private Mail Bag

Government Buildings

Suva