



**LEGAL AID COMMISSION**  
*"An Equal Opportunity Employer"*

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**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 vacancies referred to below.

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**V/No: AFO 01/2023 ASSISTANT FINANCE OFFICER**

**Position Purpose**

To provide operational and financial support service at the Commission.

**Key Responsibilities**

Duties include but not limited to:

- responsible for accounting function of receipts and payments.
- Ensure that payments for purchase of goods and services for the Department are in accordance with the rules and regulations.
- Ensure that Government operating and Trust account receipt and payments are processed on time.
- Reconciliations of all Accounts;
- Ensuring that Journal Vouchers are raised to make adjustments where/when necessary;
- Other Financial & Administration tasks as assigned.

**Person Specification**

Diploma in Accounting/Finance/Commerce and at least 2 years' experience in a similar field

**Knowledge, Experience, Skills and Abilities**

The applicant should possess:

- sound knowledge of Financial regulations

- knowledge of Microsoft Office 2007 based software programs and computer management skills are essential with advanced skills in MS Excel.
- knowledge in preparation of budgets
- providing day to day financial, administrative and operations of the Commission in accordance with appropriate guidelines and regulations;
- processing of payments;
- assist in Financial Audits
- processing salary and wages in the Payroll system; monitoring payroll and setting salaries for new positions;
- update and maintain the Financial software;
- verifying and scrutinizing bills for payments;
- prepare financial reports when required
- assist in other financial & administration duties delegated from time to time. strong written and oral communications skills ;
- ability to work under minimum supervision and achieve relevant outputs with strict deadlines;
- planning coordination and organisational skills and the ability to work as part of a team;
- ability to maintain confidentiality at all times;
- ability to do multitasks and organise workload;
- diligently and faithfully perform the duties of an Assistant Accounts Officer;
- work long hours when required;

### **Salary**

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

### **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

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 4.00pm on Friday 21<sup>st</sup> April, 2023; **late applications will not be accepted.**

Applicants are encouraged to submit their application by email to  
[vacancies@legalaid.org.fj](mailto:vacancies@legalaid.org.fj)

OR

(Vacancy Title & Reference Number)  
The Acting Director  
Legal Aid Commission  
41 Loftus Street  
Private Mail Bag  
Government Buildings  
Suva