



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. Applicants are invited from suitably qualified and experienced persons for the position for the Principal Finance Officer, Legal Aid Commission ('Commission').

V/No: PFO 01/2023

PRINCIPAL FINANCE OFFICER

Reporting Responsibilities

Reports to: Director, Legal Aid Commission

Position Purpose

To ensure the effective management of Financial Resources. Includes monthly submission of expenditure and commitment reports, verification of salaries and wages, reconciliation of various financial accounts, management of revenue collected, disbursement of funds, processing and validation of payments and monitoring compliance level making sure that it is consistent with the general accepted accounting practice.

Key Duties

The position provides sound financial advice to the Finance Team, and the Director Legal Aid Commission on utilization of Government funds, preparation of Finance Reports, Cash Flow Adjustment, Budget submission and also resolve internal and external Audit queries.

The position will achieve its purpose through the following key duties:

1. Ensuring a compliant and sound financial structure in line with local and international practices and standards;
2. Preparing and administering the annual budget, monthly financial returns, answering finance and audit queries and putting into place necessary measures to ensure compliances to Financial Instructions and Regulations;
3. Preparing acquittals, verifying Cash Register, verifying all Finance related payments, reconciliations and other reports;
4. Monitoring and authorizing payments and salaries to ensure correct procedures are followed;
5. Providing of timely advice on financial and accounting matters by maintaining and analyzing financial and accounting information;
6. Compilation and submission of financial reports to the Board, Ministry of Economy, Management and other stakeholders;

7. Identify training needs and provide on-the-job training for Finance staff;
8. Ensure that all accounting and financial records are properly maintained and secured;
9. Preparation of Financial Statements.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All Financial Reports are submitted on a monthly basis, accurate and compliant to the Accounting Standards
2. All Authorized payments are appropriately accounted and processes within the agreed timeframe and in compliance with Finance Regulations
3. Efficient management and monitoring of resources, databases, budgetary allocations and assets that support meeting Department's objectives.
4. Standards, guidelines, procedures of work are properly implemented.
5. Supervise staff in the Finance Department to achieve successful work delivery including providing coaching and monitoring to increase financial management skills and capabilities

Selection Criteria

Qualification Requirement

Must have a Bachelor's Degree Majoring in Accounting & Economics, or Accounting & Information System, or Accounting & Management and preferably hold a higher qualification from a recognized University. The following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge, Experience, Skills and Abilities

1. At least 10 years of relevant work experience in dealing with financials and internal control works.
2. Sound knowledge of accounting principles.
3. Experience in financial reporting, data analysis and supervisory position.
4. Understanding of teams and how to work within a high performing team.
5. Able to work under pressure and long hours if required.
6. Able to manage and motivate staff at different levels and from different background and experience.
7. Demonstrated ability to maintain confidentiality and neutrality in all dealings.
8. Proficient in excel, word and computer skills.
9. Ability to apply accounting knowledge.
10. A competent team leader.
11. Accuracy and attention to detail.
12. Demonstrated ability to manage budgets and be able to provide sound financial advice on financial related matters and have collaborative communication and resource management skills.
13. Demonstrated ability of a high caliber to perform all functions according to guidelines and procedures.
14. Effective evaluation and must have strong written communication skills.
15. Capacity to adjust to changing socio and work environment.
16. Ability to prioritize work in order to meet strict timeliness.

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 4.30pm on Tuesday 11th April, 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 Acting Director
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Suva