



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 vacancies referred to below.

V/No: SFO 02/2023 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 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, 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

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.

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

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 21st 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

Legal Aid Commission

41 Loftus Street

Private Mail Bag

Government Buildings

Suva