



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

V/No: FO 01/2023

FINANCE OFFICER

THE POSITION

The position reports to the Principle Finance Officer and is responsible for the daily financial activities of the Commission in a timely manner.

KEY RESPONSIBILITIES

- 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;
- develop and maintain appropriate monthly/quarterly financial reports;
- assist in the preparation of annual budget to the Ministry of Finance and Legal Aid Board;
- prepare accurate and timely monthly/quarterly cash flows,
- perform board of survey for all Legal Aid offices;
- monitoring budgets and allocating resources accordingly;
- provide sound financial advice to management;
- identify and implement cost saving strategies;
- verify recorded transactions and report irregularities to management;
- prepare absentee returns;
- leave administration;
- oversee the purchases of goods and services in accordance with applicable rules and regulations;

- stock control and reconciliation; ensure compliance with relevant and applicable financial rules and regulations;
- thoroughly check all stock received through suppliers before accepting delivery;
- timely and accurate issuance of LPO's, cheques and payments, etc;
- act in all respects in accordance with directions given to the officer by Director and the Business Operations Manager.

SELECTION CRITERIA

THE PERSON

Graduate Degree in Accounting and Finance from a recognised institution or Post graduate certificate from recognised University or Member of FIA or CPA would be an added advantage.

KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES

- minimum of 3 to 5 years working experience in a similar role;
- sound knowledge of Accounting Process & Rules and Regulations, structure;
- sound knowledge of the Fijian Constitution (2013);
- knowledge and experience in applying IFRS for work related activities and in making written submissions.
- strong written and oral communications skills together with good public relations and customer service 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 Accounts Officer;
- work long hours when required;
- liaise with and develop good working relationship with the staff, clients and stakeholders, including the Office of the Attorney-General, Prosecutions, Social Welfare Department and other Government and non-Government organizations.

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.

Submission

Applications must be submitted by 4.00pm on Friday 26th May, 2023; **late applications will not be accepted.**

Applicants are must apply online using **APPLY NOW** button. If you have difficulties submitting the applications you may visit any nearest Legal Aid Commission office for further assistance.

For any queries you may contact the HR Department by email to vacancies@legalaid.org.fj

OR

(Vacancy Title & Reference Number)

The Acting Director
Legal Aid Commission
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Private Mail Bag
Government Buildings
Suva