



LEGAL AID COMMISSION
"An Equal Opportunity Employer"

POSITION DESCRIPTION

Salary Scale:	[\$30,355.38 - \$40,124.66]	Position:	Finance Officer
Level	FIN 03	Duty Station	Suva
Reports to:	Principal Finance officer through Senior Finance Officer Payments	Report	N/A

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 department, the Legal Aid Commission now invites applications from suitably qualified candidates for the vacancy referred to below

THE POSITION

The position reports to the Principle Finance Officer through the Senior Finance Officer Payments 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
- update and maintain the Financial software;
- verifying and scrutinizing bills for Payments;
- develop and maintain appropriate payment registers;
- assist in the preparation of monthly/Quarterly financial reports to the Ministry of Finance and Legal Aid Board;
- prepare accurate and timely monthly payment reports;
- monitoring budgets and ensuring correct general ledger postings in the Financial software;

- identify and implement cost saving strategies to office's in charge and Head of departments through Senior Finance officer;
- verify recorded transactions and report irregularities to the Head of Finance;
- Ensure the purchases of goods and services in accordance with applicable rules and regulations;
- Ensure effective management of Accountable Advance in accordance with financial rules and regulations;
- Timely and accurate financial data and reports of all payments are provided for decision making to ensure efficient use of resources.
- Assist in the preparation of standard operating procedures and work flows and create ways to streamline the processes and procedures to increase productivity, quality and efficiency in the payment financial processes.
- Stock control and reconciliation; ensure compliance with relevant and applicable financial rules and regulations;
- Ensure financial compliance with the Commission's Finance Manual, in the timely and accurate issuance of Local Purchase Orders and payments, etc;
- act in all respects in accordance with directions given to the officer by Director and the Principal Finance Officer.

SELECTION CRITERIA

THE PERSON

At least a 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 and ability to effectively communicate with different levels of staffs for all work related matters;
- 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;
- Capacity to utilise computer programs to support the operations Finance department;
- ability to maintain confidentiality at all times;

- ability to do multitasks and organise workload;
- diligently and faithfully perform the duties of a Finance Officer;
- work long hours and travel to other offices when required;
- Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization;
- liaise with and develop good working relationship with the Commission's staff, clients and key stakeholders.