



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

**POSITION DESCRIPTION**

<b>Employee:</b>		<b>Employee ID:</b>	
<b>Salary Scale:</b>	<b>[\$22,576.80 - \$28,000.00]</b>	<b>Designation:</b>	<b>Assistant Finance Officer</b>
<b>Level:</b>	<b>FIN 04</b>	<b>Duty Station:</b>	<b>Suva</b>
<b>Reports to:</b>	<b>Manager Finance through Senior Finance Officer</b>	<b>Report:</b>	<b>N/A</b>

**OBJECTIVE:**

The Assistant Finance Officer ensures operational and financial support services in accordance with the procedures of the Finance Department. By maintaining updated financial records and supporting daily financial activities of LAC. The officer reports to the Manager Finance through the Senior Finance Officer.

**KEY RESPONSIBILITIES**

Duties include but not limited to:

- Ensure that all financial transactions are accurately recorded and managed.
- Ensure compliance with rules and regulations and proper use of funds for payments for the purchase of goods and services.
- Maintain financial integrity and avoid delays in government operations and Trust account
- Reconcile all accounts and verify that all financial records match and address all discrepancies
- Raise journal vouchers to make adjustments where/when necessary whilst correcting errors when needed
- Prepare regular financial and other reports for senior management and auditors
- Processing salary and wages in the Payroll system; monitoring payroll and setting salaries for new positions;
- Provide Ad hoc financial reports as required offering flexibility and responsiveness to specific information needs.
- Ensure cooperation with the team and department while fostering a collaborative and supportive work environment.
- Demonstrate and promote the Legal Aid Commission's image and value standards.

## **SELECTION CRITERIA**

### **THE PERSON**

A Diploma in Accounting/Finance/Commerce and at least 2 years of relevant work experience in dealing with financial accounting.

### **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;
- Provide day to day financial, administrative and operations of the Commission in accordance with appropriate guidelines and regulations;
- Processing payments;
- Update and maintain the Financial software;
- 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 Finance Officer
- Work long hours when required

### **ELIGIBILITY**

All applicants for employment in the Legal Aid Commission will be required to provide a medical and police clearance as a pre-requisite condition for employment.