



LEGAL AID COMMISSION
"An Equal Opportunity Employer"

POSITION DESCRIPTION

Employee:		Employee ID:	
Salary Scale:	[\$30,355.38 - \$37,912.32]	Designation:	Finance Officer
Level:	FIN 03	Duty Station:	Suva
Reports to:	Manager Finance through Senior Finance Officer	Report:	N/A

Objective

Finance Officer ensures the accurate and timely entry of all accounting data in accordance with the procedures of the Finance Department. By maintaining meticulous financial records and supporting the financial operations of the Legal Aid Commission Fiji, the Finance Officer play a crucial role in upholding financial integrity and compliance.

KEY RESPONSIBILITIES

Duties include but not limited to:

- Effectively provide day-to-day financial, administrative and operational support in accordance with appropriate guidelines and regulations
- Ensure proper maintenance and update of financial software
- Assist in the preparation of annual budget to the Ministry of Finance and Legal Aid Board;
- Monitor budgets and allocate resources accordingly; Identify and implement cost saving strategies;
- Perform board of survey for all Legal Aid offices;
- Develop and maintain appropriate monthly/quarterly financial reports and cash flows
- Verify bills for payments as well as recorded transactions and report irregularities to management
- 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;
- Act in all respects in accordance with directions given to the officer by Director and Manager Finance.
- Monitor and encourage team members to uphold image and value standards

SELECTION CRITERIA

THE PERSON

Graduate Degree in Accounting and Finance from a recognized institution is essential. Member of FIA or CPA would be an added advantage.

Knowledge, Experience, Skills and Abilities

The Applicant should possess:

- Minimum of 3 years of working experience in a similar role;
- Sound knowledge of Accounting Process & Rules and Regulations, structure;
- Sound knowledge of the Fijian Constitution (2013);
- Practical 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;
- Display of planning, coordination and strong organizational skills
- Ability to work as part of a group or team;
- Ability to maintain confidentiality, multitask and organise workload to meet strict deadlines
- Ability to 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.

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.

Change to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment hence this job description may be reviewed to accommodate the change.

Finance Officer

Date

Senior Finance Officer

Date