



Job Description: Finance Officer

Job Purpose

The Finance Officer will be responsible for providing financial and administrative support to colleagues, clients, and stakeholders of the Fiji Red Cross Society (FRCS). The Finance Officer will provide finance processing support for the National Office Finance Team and will report to and work closely with the Accountant.

The Finance Officer will be responsible for timely and accurate processing of financial transactions and carrying out other financial duties efficiently and effectively. He/she will be responsible for day-to-day bookkeeping, including weekly payment lodgments, invoicing, and donor reporting. The officer will also assist with the annual audit process, manage supplier relationships, and ensure internal controls are in accordance with the Finance Manual of the Society.

Job Responsibilities

Technical

- Process transactions within FRCS financial systems and in line with FRCS finance policies and procedures.
- Assist in preparing any reports and reconciliations as directed by the FRCS Accountant.
- Liaise with local tax authorities relating to government taxes, tax clearance, and exemption of taxes and ensure prompt payment as required.
- Implement the procurement function for the National Office, raising purchase orders and processing of invoices on receipt of goods or services as requested.
- Monitor Account Receivables for the Retail Shop and Safety Department Operations ensuring proper records are maintained and reporting outcomes to the Sr Finance officer on a regular basis.
- Ensuring daily data entry with approved documents are completed and posted and reported to the Accountant on the status of completion.
- Responsible for ensuring the entries are completed accurately and validated for posting to books.
- Documents are filed in sequence with clear indication of Document Code.
- Responsible for submitting the month-end closing documents related to project accounts and cash-in-field reconciliations.
- Supporting Administration tasks if required and only after the approval of the Financial Controller & Operations Manager has been sought.
- Any ad hoc task allocation by the Accountant; Financial Controller & Operations Manager and Director General on need basis.
- Comply with finance and associated administration procedures and assist with procedural reviews as needed.
- General filing of finance documentation in line with policy, both hard and soft copy.

Other

- Adhere to FRCS's principles and values.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.



Job Requirements

Essential

- Comprehensive work experience of 2-3 years and above in the related field.
- Proven work experience as a finance officer or similar role.
- Solid knowledge of financial and accounting procedures using financial software
- Strong ethics, with an ability to manage confidential data.
- Strong verbal and written communications skills in English and other languages.
- Ability to write reports: and
- Collaborative, team player with strong analytical, organizational, and interpersonal skills.

Education:

- The minimum requirement is a university diploma or degree in Accounting, Finance or commerce related field or any similar field with 2- 3 years of comprehensive working experience.

Desirable Experience:

- Demonstrated two to five years' experience that requires the use of a decentralized finance system to (but not limited to) raising purchase orders, process invoices, reconcile vendor statement and project reporting.
- Demonstrated knowledge of end of month processes including reconciliations. Previous experience in bank reconciliations including the processing of cheques and payment runs.
- Demonstrated ability to use Microsoft Excel and ability to use other Microsoft Office programs including Word, Outlook, and PowerPoint.
- Sound written and oral communication skills in English. Proven ability to exercise sound judgement in the application of existing policies and procedures.
- Demonstrated ability to work independently and to work as part of a small and dedicated team as circumstances require.

Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Commitment to safeguarding FRCS's policies for all people who come into contact with the Society.

Applicable to All Staff:

1.	Must subscribe and adhere to the FRCS fundamental principles.
2.	Must sign the FRCS Child Protection Policy.
3.	Promotes gender development and equal opportunities in team development.
4.	Promotes Protection and Social Inclusion in program activities.
5.	Perform other related duties as assigned by the Financial Controller & Operations Manager



Position Requirements:

Education	Required	Preferred
University diploma or degree in Accounting, Finance or commerce related field or any similar field.	x	
Experience	Required	Preferred
At least two years of comprehensive work experience in a Finance Team	x	
Good understanding of end of month processes.	x	
Ability to write clear and concise finance report.	x	
Solid knowledge of financial and accounting procedures using financial software (MYOB)		x
Knowledge and Skills	Required	Preferred
Excellent command of written and spoken English	x	
Self-Supporting in Computers (Excel, Word, PowerPoint, etc)	x	
Ability to communicate effectively both inside and outside the organization	x	
Demonstrated negotiation and problem-solving skills		x