



JOB DESCRIPTION

Position: Finance Officer (fixed term 2.5 years)
Office: Fiji Country Program
Division: Melanesia Regional Program
Reports to: WCS Finance Manager

Background

The Wildlife Conservation Society (WCS) is an international non-government organisation committed to working with communities, government, and other partners to sustainably manage Fiji's natural resources and safeguard its biodiversity through supporting integrated land- and seascape management. WCS has been working in the country for over two decades (www.fiji.wcs.org).

Objectives and duties

The Finance Officer will support the financial administration and reporting of the Climate Change Adaption and Protected Areas (CAPA) Initiative, which is being jointly implemented by the International Institute for Sustainable Development (IISD) and the Wildlife Conservation Society (WCS). This initiative seeks to promote natural solutions to strengthening climate resilience and safeguarding biodiversity in and around protected areas across a series of critical landscapes in the Global South. In Fiji, the project will design and implement nature-based solutions to strengthen climate resilience and conservation of biodiversity in Ra, Tailevu and Bua provinces. Specific duties of the Finance Officer will include:

- Maintaining comprehensive understanding of WCS financial and administrative management policies, including but not limited to the WCS Code of Conduct and the WCS Global Administration and Finance Manual
- Maintaining up-to-date understanding of donor compliance policies and requirements
- Ensuring accuracy and timely entry of financial entries, due to the Finance Director for review before the end of each month
- Preparing cheques for payments with all relevant supporting documents
- Ensuring that all that the books of account are up to date at all times, orderly, well-kept and readily available for reference and audit, when required
- Ensuring that relevant project documents are scanned and uploaded on one drive
- Assisting in handling of audits (e.g. submitting supporting documents as requested by auditors)
- Reviewing and processing of staff travel request, budgets and acquittals
- Reviewing all payment vouchers with proper supporting documentation
- Processing international vendor payments and subaward payments under IISD

- Prepare monthly Journal Voucher entries and ensuring it's charged to correct grant codes and WBS elements with proper supporting documentation
- Prepare a project inventory register and ensure inventories are updated accurately and in a timely manner and ensure all inventories are tagged.
- Reviewing and changing of reference key 3's in SAP as suggested by Project manager or Finance Director after review of grant reports
- Reviewing monthly time and effort for the project team and charging accurately to the grant codes
- Making adjustment journal entries
- Work together with the Procurement Officer to ensure WCS procurement procedures and requirements are followed
- Work with Finance Manager/ Finance Director on fiscal year operational budgeting
- Assist Finance Manager/ Finance Director in doing month end reconciliations
- Assist the project team in submitting monthly funds request to Finance Director
- Ensure quarterly financial report is completed and submitted to Finance Director before due date
- Work on any budget modifications requested by the donor or changes in any financial request.
- Any other duties assigned by your supervisor.

Qualifications and experience

- A degree in Finance or Accounting, or in lieu of this extensive experience in a similar role
- At least 2-3 years' experience working in Finance. Auditing background experience preferred
- Preferred knowledge and experience in SAP accounting software
- Knowledge of Fiji's finance, tax, Fiji National Provident Fund (FNPF) and policies
- Good communication skills
- Must be willing to travel and work at times in rural and remote areas

Salary

The Assistant will receive a starting salary of FJD 44,100 plus other benefits such a medical insurance as set out in the WCS Fiji HR Manual.

Application process

Please email a letter of application and curriculum vitae to recruitmentfiji@wcs.org with the subject line: *Application for Finance Officer IISD*. Applications will be accepted until 5:00 PM (Fiji time) 25 August 2023. Only short-listed candidates will be contacted for interviews.