



## Job Description

<b>Position:</b>	<b>Finance Officer</b>
<b>Reports to:</b>	<b>Finance Manager</b>
<b>Location:</b>	<b>Suva, Fiji</b>
<b>Scope/Capacity:</b>	<b>Country</b>
<b>Position Type:</b>	<b>Full time</b>
<b>Division:</b>	<b>South East Asia Pacific Region</b>

### About WCS

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](http://www.fiji.wcs.org)).

### Job purpose

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.

### Major Responsibilities

- Maintaining a 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 an up-to-date understanding of donor compliance policies and requirements
- Ensuring accuracy and timely entry of financial entries, due to the Finance Manager for review before the end of each month
- Preparing cheques for payments with all relevant supporting documents
- Ensuring that all the WCS books of account are always up to date, 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 Manager 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 on fiscal year operational budgeting
- Assist Finance Manager in doing month end reconciliations
- Assist the project team in submitting monthly funds request to Finance Manager
- Ensure quarterly financial report is completed and submitted to Finance Manager before due date
- Work on any budget modifications requested by the donor or changes in any financial request.
- Promote inclusivity and positive team culture by upholding the WCS code of conduct, addressing conflicts, and supporting diversity.
- Any other duties assigned by your supervisor.

### **Minimum requirements and job skills**

- 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 starting salary for this position will start from **FJD 44,100**, with additional benefits as outlined in the WCS-Fiji HR Manual

### **Application process**

Please email a letter of application and curriculum vitae to [uprakash@wcs.org](mailto:uprakash@wcs.org) with the subject line: *Application for Finance Officer*. Applications will be accepted until 5:00 PM (Fiji time) on 7 February. Only short-listed candidates will be contacted.

*WCS is an equal opportunity employer, and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and engaging a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on gender, race/ethnicity, religion, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, caste, genetic information or any other covered status or characteristic protected by laws and regulations/and similar categories.*

*It is everyone's responsibility to ensure that we do not tolerate discrimination or harassment based upon a person's membership in one of these protected categories in areas such as recruitment, selection, job assignment, supervision, training, promotions, job grading, transfers, termination,*

*compensation, benefits, educational opportunities, WCS sponsored recreational activities and facilities.*

*The organization complies with the spirit and intent of relevant local laws and WCS's employment policies.*