



Position: Finance Assistant
Office: Fiji/Solomon Islands Country Programs
Division: Melanesia Regional Program
Reports to: Fiji/Solomon Islands Finance Director

Background

The Wildlife Conservation Society (WCS) is an international non-government organisation committed to working with communities, government and other partners, to protect biodiversity and natural resources through sound management practices. Our Fiji and Solomon Islands programs have been operating, respectively, since 2001 and 2018 to support applied conservation science and implementation of sustainable natural resource management. WCS's organizational capacity includes community-based conservation practice, monitoring, data management, spatial planning, capacity building and training in marine resource management at both organizational and community levels. We specialize in evidence-based management for biodiversity and human well-being objectives, through which we support threatened species management and policy.

Objectives

The Finance Assistant is responsible for providing financial and administrative support for the Fiji and Solomon Islands Country Programs. S/He is responsible for ensuring expenses are correctly charged to projects and grants, consistent with WCS and donor policies. S/He is responsible for maintaining confidentiality of WCS financial and human resource (HR) information.

Specific objectives include, but are not limited to:

- 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.
- Ensuring accuracy and timely entry of financial data entries for Fiji and Solomon Islands country programs, due to the Finance Director for review before the 5th of each month.
- Ensuring required supporting documentation is attached and reviewed before monthly data entries are made.
- Checking of WCS staff cash advance acquittals for Fiji and Solomon Islands programs.
- Preparing cheques for payments with all relevant supporting documents.
- Processing Solomon Island staff salaries on a monthly basis.
- Handling of petty cash and periodically reconciling of petty cash balances for the Fiji program.
- Preparing bank transfers to maintain WCS accounts in Fiji and Solomon Islands.
- 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.
- Assisting in handling of audits (e.g. submitting supporting documents as requested by auditors).

Qualifications

- A diploma/degree in Finance or Accounting is preferred.
- 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, including the ability to persuasively convey the mission of WCS to diverse groups, especially local stakeholders and constituents who are critical to the organization's overall prosperity.
- Must demonstrate strong verbal and written skills in English.
- Must be willing to travel and work at times in rural and remote areas.

Please provide a cover letter and curriculum vitae with references by email to recruitmentfiji@wcs.org All electronic files must have the applicants name clearly labelled in the file name. Only short-listed candidates will be contacted for interviews.

Applications Close: 3rd May 2023 at 05:00pm