

Finance & Administration Officer

- Reports to:** Fund Manager, Fiji Women's Fund (initially)
- Location:** Suva, Fiji Islands
- Duration:** Full time until 31st December 2021, with a possibility of extension based on funding.
Part-time arrangements will also be considered.

Program background

The Women's Fund (Fiji) formerly known as the *Fiji Women's Fund* (the Fund) is an initiative of *Pacific Women*. The Fund has a funding commitment from the Australian Government of A\$10.5 million from 2017 to 2021. The Fund is the first national women's fund in the Pacific and provides funding and capacity development support to women's groups, organisations and networks in Fiji to expand and enhance their work on gender justice and human rights. The Fund aims to become an independently funded and managed Women's Fund by the end of 2021.

The Fiji Women's Fund will transition as a national entity, *Women's Fund (Fiji)* on 1st January 2022. The 2022-2024 Strategic Plan provides direction on the implementation of the Fund's priorities in the next three years, which include: women in leadership and decision making; women's economic empowerment; women's coalitions for change; eliminating violence against women and girls; climate justice & humanitarian action; and influencing aid and philanthropy.

The Plan builds on the pioneering work in funding and building the capacity of women's organisations, networks and groups in Fiji to expand and enhance their work on women's empowerment and gender equality.

Role Objective

The Finance and Administration Officer facilitates the reporting of all financial operations of the organisation. This role also ensures all checks and balances are transparent and accurate in terms of recording and reconciling acquittals. The role reports to the Fund Manager initially, and then the Finance & Operations Manager in 2022 onwards.

Outcomes

1. Facilitation and Delivery of Finance Functions

- Timely and accurate financial data updated into the accounting system ensured
- Timely monthly reconciliations carried out.
 - Discrepancies/variances appropriately reported in a timely fashion
 - Investigation and resolution of discrepancies/variances effectively communicated and addressed
- Comprehensive support for Donor funding grants management, budgeting and reporting
 - Reporting is compliant with donor requirements as well as consistent with the needs of programme/grant manager/s
 - Prudent grant management and reconciliations:
 - Work closely with Program Officers to ensure grant acquittals are accurate and timely.

Outcomes

- Ensure adequate resources are available for tranche payments at all times
- All financial acquittals are in compliance to standard operating procedures and carried out in a timely manner.
- Assistance provided to relevant team members and staff
 - Preparation and delivery of comprehensive financial plans, budgets and reports as per the required standard(s), format, and timelines
 - Effective relationship management with programme teams, Finance team and all key stakeholders
- Required turnaround time achieved for delivery of Governance Board reports as well as internal and external reports
- Petty cash is effectively managed:
 - Daily petty cash reconciliation submitted to and endorsed by the Fund Manager/Finance & Operations Manager
- Fixed Asset Register is maintained and up to date
- Receipt of monies into FWF is properly accounted for in accordance with budgets ensuring separation of duties in compliance with financial governance policy and procedures
 - Proper invoicing, receipts and other forms of payments stored efficiently for ease of retrieval
- All supporting financial documents and proper authorisation checks carried out
- Coordination of travel arrangements for Fund staff is effectively supervised and logistic and administrative support for Fund events is provided (e.g. training workshops, Steering Committee meetings)
- Effective and supportive supervision of the administrative and clerical support provided by the Administration Support Assistant to the Fund team is ensured, including procuring program equipment and office supplies
- Oversight of the Fund's finance electronic filing systems is timely and efficient
 - The Administration Support Assistant is properly supported to maintain accurate and up-to-date financial electronic and manual filing systems, including for:
 - Personnel (including timesheets and payroll)
 - All relevant registers including office asset, gift and conflict of interest.
 - Leave records are up-to-date and updated on the FWF Intranet daily
 - All leave forms are completely filled in and filed correctly for audit purposes
- Effective contribution to the review of the internal policies/SOPs ensured
 - Monitoring and ensuring the implementation of policies, processes and systems are adhered to
- Professional assistance provided for the review and development of partner documents such as MoU, Contracts and Agreements
- Records of all financial and narrative reports due dates are maintained, and relevant staff informed/reminded in a timely fashion

Outcomes

- Reports prepared and submitted to relevant parties, with timely, relevant, and accurate analysis as requested

4. Statutory and operationally compliant organisation

- Audit preparation work allowing for timely completion of the annual financial statements and corporate tax returns ensured.
 - Accurate and up to date filing ensured
 - All ledgers are up to date and accurate
 - All reconciliations completed and accurate
- Audit confirmations with banks, debtors, etc. are effectively facilitated
- Internal audits involving reviewing of accounting and administrative controls supported and ensured
 - Statutory financial statements audit
 - Audit and supplier management certification
- Regular liaison with Finance and Operations Manager on progress of financial activities ensured
- Comprehensive assistance provided within the audit process
- Appropriate internal controls are always adhered to for key finance processes, e.g., purchase orders, payments, receipt of monies, disbursement of per diems etc.

6. Teamwork and cooperation

- Cooperation within the finance team is effective and timely
- Cooperation across functions / departments is effective and timely
- Collaborative work to achieve the set targets and goals is ensured

7. FWF's reputation and value standards demonstrated and promoted

- Teamwork encouraged and promoted for the benefit of FWF
- Team members are encouraged to uphold reputation and value standards

Responsibilities - Critical Competencies

<i>Competence</i>	<i>Description</i>
Business	
Business Performance	Monitor and report on the team or work unit's performance.
Risk Management	Monitor and report on the risks for a work group or a activity.
Planning	Plan and prioritise a course of action to achieve the outcome for your team or work unit.
Resource Management	Organise, prioritise, and allocate resources to achieve the team / work unit's established outcomes.
Systems and Procedures	Explain/teach set procedures to others; propose efficiency improvements
Information Analysis	Analyse the information provided to extract the relevant specified details.

<i>Competence</i>	<i>Description</i>
Stakeholder	
Stakeholder Commitment	Seek, act upon, and follow through on stakeholder feedback regarding products or services provided.
Commercial Focus	Contribute to the organisation's viability by controlling the impact of team / work unit's operations on the commercial objectives/targets
Quality Focus	Monitor/audit quality standards: provide guidance and direction to staff on quality standards.
People	
Team Orientation	Promote team morale and build commitment towards a common aim.
Facilitation	Ensure work delegated is completed in an effective and timely manner, accepts accountability.
Problem Solving	Identify the important issues and select an established procedure to address the problem
Professional	
Technical Strength	Identify and analyse the problem or issue and match it with an established technical solution.
Compliance	Investigate/audit and report on compliance issues.
Financial Application	Conduct specified analysis of financial data highlighting issues and opportunities
Mathematical Reasoning	Apply moderately complex mathematical or statistical concepts and formulas to solve problems that are somewhat unusual.
Technology Application	Leverage technology to achieve work objectives more efficiently

Essential criteria

- Minimum of 3 years' experience in a similar role or organisation. Experience in donor-funded activities, particularly in grants management in a development assistance or donor program environment
- Enthusiasm and ability to work as part of a team while being able to work independently
- Demonstrated ability to work collaboratively and effectively at a range of administrative levels
- High level computing skills including word processing, spreadsheets, and email. Proficiency in MYOB accounting software is highly desirable
- Excellent understanding and proven ability to execute relevant finance policy and procedures