



JOB DESCRIPTION - FINANCE OFFICER

PRIMARY JOB PURPOSE

The role of the Finance officer involves providing financial and administrative support to BAF customers, employees, management and other stakeholders. The Finance Officer will be a key contributor to the department of finance by timely processing of financial transactions (Accounts Payable, Accounts Receivable and Payroll), annual budgeting and monitoring, financial reporting, and compliance with BAF policies, statutory requirements, and accounting standards.

PRINCIPAL ACCOUNTABILITIES

- Posting and reconciling daily, monthly and yearly transactions;
- Assisting Assistant Accountant in managing accounts payable, accounts receivable and payroll day to day functions;
- Assisting in the preparation and monitoring of the annual CAPEX/OPEX budget;
- Relieve Finance officers or cashiers to ensure continuity of daily works of the Finance department and travel to other stations as and when needed;
- Assisting in Board of Survey and monthly inventory stock takes when required;
- Managing and maintaining Petty cash float, conduct petty cash reconciliations and timely reimbursement;
- Conduct cash counts, reconcile receipts, bank reconciliation, ensure timely banking and report any discrepancy found;
- Preparation and reconciliation of quarterly Grant acquittals, monthly donor funding acquittals and BAF fees and charges;
- Managing the filing system for proper documentation to be maintained for audit and future reference purpose;
- Preparation of posting documents for adjustment entries such as Sales Credit Memo, purchase credit memo and General Journal;
- Vetting of procurement in compliance to the Finance and Procurement Policy;
- Assist the Accountant in monthly balance sheet reconciliation and statutory submission;
- Provide key support to internal and external auditors during audit processes;
- Ensure that the tasks performed are as per the process and procedure outlined in the Standard Operating Procedure (SOP) of BAF; and
- Any other duties that may be assigned by the reporting line.

KNOWLEDGE, SKILLS & EXPERIENCE

The position requires the applicant to possess the following:

- Diploma in Accounting/Financial Management;
- Relevant work experience of at least 3 years with Diploma or 1 year with Degree;
- Proven ability to meet deadlines;

- Familiarity with computerized accounting packages;
- Good verbal and written communication skills;
- Ability to critically analyze and provide sound solutions to problem;
- Attention to detail;
- Ability to take-up new challenges

WHERE TO SEND YOUR APPLICATION

Complete written applications must include your curriculum vitae and the names of at least 2 referees with academic certificates and transcripts. Applications should be marked "Vacancy No. & Name" and must be sent either by post, hand delivery, or email to hrrecruit@baf.com.fj no later than 5:00 pm Friday 24th June, 2022.

Please send to
Recruitment
Biosecurity Authority of Fiji
PO Box 18360, Suva

OR

Hand deliver to
Level 3, Provident Plaza 1
Downtown Boulevard
Ellery Street, Suva

Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.

BAF IS AN EQUAL OPPORTUNITY EMPLOYER