



Job Description – Part Time Finance Officer

TEAM/PROGRAM: Finance

LOCATION: SUVA

GRADE: Salary Band 2

INTRODUCTION:

Save the Children is the world’s largest independent child rights development organization, making a difference to children’s lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child’s right to development, survival, participation and protection.

Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nation’s Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs 34 staff across three offices in Suva, Lautoka and Labasa. SC Fiji thematic programs include Education, Health (WASH), Food Security and Livelihoods, Child Protection, Participation and Child Rights, Disaster Risk Reduction and Humanitarian Response.

ROLE PURPOSE:

The Finance Officer is responsible for delivering an effective financial service in supporting the Finance Manager to maintain high quality delivery, and mitigate any risks associated under the Collective Action to End Violence against Children project

The Finance Officer will assist CAEVAC Project team in the development and delivery of project activities for communities and children and ensuring that programming is of high value and results oriented. The Finance Officer will be assist and support the implementation of the CAEVAC Project which is focused on community empowerment and child participation

In addition, the incumbent will be responsible for the overall financial functions for the Project. The Finance Officer’s responsibilities will also include accounting and record all financial transactions into the finance system, preparing payments through E-banking, meet all financial deadlines as set by Manager- Finance, keep financial documents as per the required standards of SCF. Reporting directly to Manager- Finance, the Finance Officer will provide strong support to both the finance and the project team, especially with the capacity building of staff to ensure a strong understanding of the financial policies and procedures of the organisation.

SCOPE OF ROLE:

Reports to: Manager- Finance

Staff directly reporting to post: None

KEY AREAS OF ACCOUNTABILITY**1. Accounting & payments**

- Maintain the general ledger, posting entries, reconciliation of accounts to the GL and the GL to the balance sheet, complete monthly bank reconciliations
- Keep high quality accounting records and safeguard the integrity of the computerised/Manual accounting system and ensure that records are updated daily
- Cash flow management, including processing deposits and disbursements, monitoring advances and acquittals, recording transactions, posting to journals
- Ensuring all expenditures are processed in accordance with SCF procurement guidelines and the Finance Policy
- Complete weekly and end-of-month cash counts for petty cash
- Disburse funds for SCF office operations and advances for projects through E-Banking
- Prepare payments for suppliers before due date

2. Filing & controls

- File all financial documents regularly (as soon as they are completed).
- Perform backups on financial data on a regular basis.
- Preparing monthly financial updates for the donor in close liaison with the Finance Manager
- Create and maintain a cooperative and positive working environment, promoting team work and team spirit, participate in decision making and support the SCF team in progressing towards objectives and goals
- Ensure all project staff understand the financial policies and procedures of the organisation and submit travel requests in accordance to the policies and procedures
- Report any misuse of organisational assets/resources to the Finance Manager and any misunderstandings of the SCF financial processes and procedures to identify knowledge gaps, and assist with subsequent staff refresher training
- Assist with the capacity building of staff to improve knowledge and understanding of all SCF financial and administrative policies and procedures

3. Budget and Operational Management

- Monitor the use of the budget in liaison with the finance manager
- All travel requests and any other financial requests for the project is undertaken in accordance with the budget lines
- Any over and under spending of the project finances are flagged to the budget holder in advance and issues resolved in liaison with the finance manager
- Budget Vs Actuals report to be prepared and circulated to the project manager on a monthly basis or when the need arises
- All project financial reports prepared in advance to high quality standards in liaison with the Manager-Finance
- Undertake any other duties reasonably assigned by the Manager- Finance and the CEO.

SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice

<p>Accountability:</p> <p>We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.</p>	<ul style="list-style-type: none"> • Is happy to take responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning. • Actively seeks out development opportunities. • Is able to seek out assistance/resources where required. • Is able to set own goals and objectives. • Demonstrates personal drive and commitment.
<p>Ambition:</p> <p>We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> • Works towards and achieves set goals & objectives. • Committed to quality & continuous improvement in work efforts & activities. • Is proactive and pursues relevant opportunities.
<p>Collaboration:</p> <p>We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player and is co-operative. • Easily gains trust and support of peers. • Encourages collaboration.
<p>Creativity</p> <p>We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> • Embraces and supports organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace.
<p>Integrity:</p> <p>We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words & actions. • Acts with honesty and transparency in all dealings and admits mistakes • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviour is in accordance with SCF policies and Code of Conduct. • Is aware of the impact of own behaviour on others and manages behaviour accordingly. • Can present the accurate truth in an appropriate and helpful manner. • Doesn't misrepresent him/herself for personal gain.



QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelor’s degree in Accounting, Finance, Business Administration or related field essential, and at least 3
- years’ experience working in an NGO or corporate environment,
- Excellent understanding of financial systems and procedures,
- Experience working in an environment involving high levels of change and complexity, essential.
- Excellent analytical skills; the ability to analyse complex financial data and design/produce effective management information systems
- High levels of computer proficiency and demonstrated experience with computerised accounts packages including MYOB, advanced Excel, PowerPoint, Word and with the MS Office suite in general
- Demonstrate a willingness and commitment to the continuous improvement of skills and obtaining further qualifications
- Prior experience working in a fast-paced environment and to strict deadlines, managing a complex and diverse workload, maintaining high levels of attention to detail whilst producing high quality outputs
- Strong interpersonal, oral and especially written communication/reporting skills, relationship building skills, and the ability to influence and negotiate with a range of diverse stakeholders
- Ability to problem-solve, multi-task, determine priorities, take initiative, maintain high levels of self- motivation, work as part of a team and independently as and when required, and in multi-cultural settings
- Willingness and ability to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies
- Commitment to and understanding of Save the Children’s aims, values and principles including child rights- based approaches
- Fluency in written and spoken English
- Ownership, accountability, high levels of confidentiality and integrity (relating to both data and verbal communication) is essential.

Desirable:

- Experience with relevant interagency development frameworks and applying relevant standards in development projects
- Fluent in speaking iTaukei language and Hindustani [Fiji Hindi] will be an advantage

Additional:

- Any offer of employment at Save the Children Fiji will be subject to a satisfactory National Police Record Check.
- Employees must sign onto Save the Children Fiji’s Child Protection Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance & employment will be measured against KPIs, values and demonstrated behaviours outlined above.

Date of issue:

Author:

Signed: _____ **Acting Chief Executive Officer**