



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

ROLE | JOB DESCRIPTION: Project Finance Officer

CORPORATE INFORMATION

1. Position Level: Salary Band H
2. Salary Range: \$37,434.18 – \$47,684.02
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Project Manager
 - b) **Liaises with:** Implementing Agencies and Statutory bodies
 - c) **Subordinates:** Nil

POSITION PURPOSE

This position reports to the Project Manager and is responsible for the daily FM functions of the JFN program, including maintaining adequate internal controls, accounting systems, monitoring of actual vs budgeted expenditures, contract management, fixed asset register and tracking, payments, funds management, and reporting, in accordance with the Project Operations Manual, the Jobs for Nature 2.0 Manual (JFNM), and the Financing Agreement. Based in Ministry of Economy – Project Management Unit (PMU) and support the Ministry of Finance and Ministry of Environment in the implementation of the Jobs for Nature program under the project.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities:

1. Assist the FM Specialist in the preparation of the JFN budget;
2. Work closely with the Climate Change Division team and Budget on the release of funding towards capex for JFN2.0;
3. Contribute to the preparation of annual and project budgets for payments to beneficiary organizations;
4. Manage and monitor the disbursements of funds to the beneficiary organisations' dedicated accounts and report to the Project Manager on any irregularities;
5. Manage and maintenance disbursements data including statistics which includes Year/Island/District-wise disbursements;
6. Liaise with the PMU FM team on the release of funds to beneficiaries and submission of financial reports;
7. Update posting to the Financial Management Information system;
8. Prepare reconciliation of funds disbursed against wages paid by the beneficiary organisations to workers before each disbursement and a consolidated reconciliation report on a quarterly basis;
9. Review reconciliation prepared by division project officers on the wages paid by beneficiary organisations to workers;

10. Liaise with Internal/External Auditors and facilitate submission of replies of payment related queries. Work with PMU to facilitate the annual audit process and address issues raised in project audits;
11. Prepare quarterly, annual and other financial reports as required and provide these on a periodic basis to PMU for consolidation of reports under the project;
12. Support the project to comply with relevant legislation including Public Financial Management Act;
13. Provide inputs to implementing partners in the development of the training materials on “basic accounting for community organisations” to reflect the program’s needs.
14. Provide training on FM areas including budget, internal controls and accounting to beneficiary organizations;
15. Assist in the initial setting up of the project accounts, including providing advice on the chart of account and ensuring reporting format comply with government and audit requirements;
16. Where required, assist the PMU to prepare and update the financial management section of the Project Operations Manual;
17. Review the internal control framework in JFN2.0 to ensure both compliance and effectiveness of disbursements, to be eligible for financing. Where appropriate oversee the implementation and recommend changes;

KEY PERFORMANCE INDICATORS

1. Timely assessment of group’s submission and reporting.
2. Regular reporting on financial management status including wages, capex and budget
3. Accuracy in the accounting of project accounts
4. Compliance of FMA, IPSAS and related accounting standards

PERSON SPECIFICATION

In addition to postgraduate degree in accounting, finance or a related field. or similar from a recognized institution (or equivalent relevant experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. The candidate will have at least 5 years of professional experience and track record on finance and projects including experience and proven track record of working with international financial institutions and/or UN agencies.
2. A successful candidate will demonstrate strong academic skills through publications and teaching or capacity building experience, as well as quantitative or qualitative research skills.
3. The successful candidate will be a good team player who is able to work independently and across institutional, cultural, and geographic boundaries. They will seek impact and innovation in the course of the daily work, and will further demonstrate integrity and respect throughout their activities.
4. Provide sound policy advice on financial matters relating to the project and is well versed with the local and international accounting laws and standards.
5. The candidate will have excellent written, communicational and presentational skills in English.

Skills and Abilities

1. Ability to analyse, think objectively and solve problem with practical solutions;
2. A team player and ability to work under pressure with stringent timelines
3. Demonstrate good rapport and interaction with stakeholders at all levels;
4. Demonstrate ability to think objectively and 'think outside the box' when analysing issues and recommending / developing solutions
5. Demonstrated ability to multi task without loss of quality in output delivery
6. Demonstrate ability to manage and mentor staff
7. Effective oral and written communication skills.

Personal Character

Applicants for employment must be Fijian Citizens, under Age 60, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.