

# CAREER OPPORTUNITY

The Fiji Independent Commission Against Corruption (FICAC) endeavor to fulfil its mandate in accordance with the FICAC Act 2007 with powers vested to investigate and prosecute corruption and bribery related offences, reinforce proactive measures as well as foster public support in combating corruption is seeking to recruit aspired and dedicated professionals who are passionate about anti-corruption work and esteems to establish a career with FICAC.

VACANCY NO: 20/2024

## ACCOUNTS OFFICER

(1 Position - Suva)

### Reporting to the Manager Finance, the incumbent's primary responsibilities include:

- a. Receive and verify invoices and requisitions for goods and services
- b. Liaising with Companies, NGO's and Government Ministries in relation to payment of good and services
- c. Responsible for daily processing of transactions including, cash cheque vouchers, overseas and contract payments
- d. Monthly reconciliation of creditors statement accounts to ensure payments are up to date
- e. Maintain vendor listing and files
- f. Prepare manual payment vouchers and enter accurate details in the accounting system and submit to the Principal Accounts Officer for verification and onward submission to Manager Finance for authorisation and certification
- g. Compiling of prepayments and accruals for end of year reporting
- h. Prepare monthly and quarterly commitment reports
- i. Provide costing as and when required
- j. Maintain mandatory payments registers
- k. Responsible for lodgement and payment of VAT and Provisional tax
- l. Assist with payroll related duties as and when required: processing payroll, FBT, FNPF and PAYE
- m. Maintaining proper filing of financial records for audit purpose
- n. Maintain Register and Files for Contractual payments
- o. Processing Accountable advance Daily Subsistence / Perdiem Allowance for local and overseas travel.

### SELECTION CRITERIA

The following selection criteria forms a specific part of the selection process. It is essential that applicants must individually address each of the following selection criteria in their application:

1. Bachelor Degree qualification in Accounting or Finance with three (3) years' experience or Diploma

in Accounting or Finance with five (5) years' experience in a similar role may be accepted in lieu of Degree

2. Experience and thorough knowledge of accounting software such as Linksoft and JIWA would be an added advantage
3. Well-organised in similar role and have excellent communication skills (oral & written)
4. Takes a positive approach towards the work and maintains high level of accuracy
5. Ability to perform multi-task
6. Ability to prioritise work to meet deadlines

### APPLY NOW

Individuals who meet the above-mentioned criterion and have the passion to pursue a career in anti-corruption work may send in their expression of interest to the following:

1. Interested applicants are required to complete the FICAC job application form available at the FICAC website under 'Career Opportunities' link: <https://www.ficac.org.fj/careers.html>
2. Application must also include Curriculum Vitae (CV) and certified copies of academic qualification and professional training attended.
3. All applications must be addressed to the Commissioner for the Fiji Independent Commission Against Corruption (FICAC) and send to:

*Hand deliver:*

**Reverend John Hunt House  
3 St Fort Street  
SUVA**

*Post:*

**PO Box 2335  
Government Buildings  
SUVA**

*Email to:*

**recruitment@ficac.org.fj**

4. Applications close at **4pm on Friday, 13 December 2024**. Late and/or incomplete applications will not be accepted.