

We Are HIRING!



Finance & Administration Assistant

Job Description

- Processing purchase orders, supplier invoices, expenses claims, account payments, and payroll.
- Maintaining a digital record of all financial transactions, documents, and supplier information.
- Coordinating daily financial tasks with the management team to optimize workflow.
- Maintaining an organized and comfortable office environment, ordering office supplies, and updating inventory.
- Compiling financial data to prepare monthly reports and ensuring that donor accounts are accurate and up to date.
- Assist the Program Officer and staff with preparation and logistics for community activities, meetings, trainings and other events as needed.
- Maintain general office systems including filing; coordinating timely timesheet submission; sending, receiving and distributing emails
- Assist the office staff with the tracking and development of administrative documents;
- Maintain organized files on all admin and financial related reports and documents.
- Maintain the project field office petty cash, prepare payments, ensure proper authorization for payments, distribute payments as required, and supervise the processing of staff claims and advances and per diem.
- Carry out other tasks to support project efforts as assigned.

Education/Experience:

- A Degree/Diploma student in Finance, Business Administration, or a similar field.
- A minimum of 1 years' experience working as a Finance and Admin Assistant.
- Working knowledge of accounting software, such as MYOB and MS Office Applications
- Meticulous attention to detail and ability to perform tasks with accuracy and efficiency in mind.
- Good organizational and time-management skills.
- Strong team player with solid communication skills.
- High levels of integrity and ability to handle confidential information.

Note: This is a relieving position for 2 months with the possibility of extension to full time, based on funding availability.

APPLY NOW

Send your cover letter and resume to: farisha@dialoguefiji.com

Applications close on Thursday, 30th June 2022

For more Information, please visit our website www.dialoguefiji.org