



Vacancy- Finance & Administration Manager

Dialogue Fiji is a Non-Governmental Organisation (NGO) based in Suva, Fiji which works in the areas of Democracy Promotion, Human Rights, Electoral Processes, Peacebuilding and Social Cohesion. Dialogue Fiji is seeking a **Finance & Admin Manager** to be based at its Suva office. The Finance Manager is responsible for managing the financial activities of the organization, including financial analysis and planning, accounting operations and reporting, budgeting and external audits.

Job Responsibilities

- Execute financial transaction of the organisation in compliance with policies and procedures and donor requirements.
- Manage the creation, improvement and implementation of financial policies and procedures for the organization.
- Prepare and maintain financial records and execute the routine generation of timely and accurate internal and external financial reports, including monthly and annual financial statements.
- Provide financial analyses, reports and forecasts to the Executive Director (ED) and Board as required.
- Advise ED in financial decision-making and systems development and improvement.
- Oversee the accuracy of the organizational accounting records and maintain the chart of accounts.
- Establish and monitor adequate internal controls.
- Monitor security of organization's financial assets.
- Supervise month-end closings and bank reconciliations.
- Review project award and subaward documents and budgets as needed.
- Lead the annual budget preparation process.
- Direct completion of the annual audit and tax returns.
- Work with ED as appropriate in achieving financial management goals.
- Supervise assigned staff and manage other administrative functions of the organization.
- Other duties as assigned by the ED.

Required Attributes

- Bachelor's degree in finance, accounting or related field and a minimum of 3 years of relevant experience.
- Knowledge/experience of project financial management.
- Strong knowledge of: general ledger, banking, job cost accounting, accounts payable, accounts receivable, fixed assets, and nonprofit taxes and registrations.
- Proficient in the use of financial software programs and Microsoft Office applications.
- Ability to prioritize multiple tasks and balance day-to-day tasks with strategic, long-term goals and timelines.
- Adept at presenting complex financial information in a clear manner to ED, board, donors and project partners.
- Excellent written and verbal communication skills with the ability to communicate appropriately with donors and other stakeholders.

Salary scale: \$25,000 - \$35,000

Send your applications, which should include a CV, by email to programme@dialoguefiji.com or hand deliver to 7 Kawakawa Place, Laucala Beach Estate, Suva.

Applications close on **9 December 2022**.