



## JOB DESCRIPTION - FINANCE OFFICER

### **PRIMARY JOB PURPOSE**

The role of the Finance officer involves providing financial and administrative support to BAF customers, employees, management and other stakeholders. The Finance Officer will be a key contributor to the department of finance by timely processing of financial transactions (Accounts Payable, Accounts Receivable and Payroll), annual budgeting and monitoring, financial reporting, and compliance with BAF policies, statutory requirements, and accounting standards.

### **PRINCIPAL ACCOUNTABILITIES**

- Posting and reconciling daily, monthly and yearly transactions;
- Assisting Accountant in managing accounts payable, accounts receivable and payroll day to day functions;
- Relieve Finance officers or cashiers to ensure continuity of daily works of the Finance department and travel to other stations as and when needed;
- Assisting in Board of Survey and monthly inventory stock takes when required;
- Managing and maintaining Petty cash float, conduct petty cash reconciliations and timely reimbursement;
- Conduct cash counts, reconcile receipts, bank reconciliation, ensure timely banking and report any discrepancy found;
- Assist in preparation and reconciliation of quarterly Grant acquittals, monthly donor funding acquittals and BAF fees and charges;
- Managing the filing system for proper documentation to be maintained for audit and future reference purpose;
- Preparing and posting adjustment entries such as Sales Credit Memo, purchase credit memo and General Journal;
- Vetting of procurement in compliance to the Finance and Procurement Policy;
- Assist the Accountant in monthly balance sheet reconciliation and statutory submission;
- Provide key support to internal and external auditors during audit processes;
- Ensure that the tasks performed are as per the process and procedure outlined in the Standard Operating Procedure (SOP) of BAF; and
- Any other duties that may be assigned by the reporting line.

## KNOWLEDGE, SKILLS & EXPERIENCE

The position requires the applicant to possess the following:

- Diploma/Degree in Business Accounting/Financial Management or relevant field;
- Relevant work experience of at least 1 years with degree or 3 years with Diploma in Business Accounting /Financial Management or Diploma in relevant field with 6 years' experiences in Finance role.
- Proven ability to meet deadlines;
- Familiarity with computerized accounting packages;
- Good verbal and written communication skills;
- Ability to critically analyze and provide sound solutions to problem;
- Attention to detail;
- Ability to take-up new challenges

### REMUNERATION

Remuneration will be commensurate based on an individual's qualifications and experience within the relevant salary band.

### WHERE TO SEND YOUR APPLICATION

1. Visit our website [www.baf.com.fj](http://www.baf.com.fj) to access the **Job Description** and click on the **link** to apply.
2. Applications are required to submit cover letter, curriculum vitae and at least 2 referees, academic certificates and transcripts while applying through the online recruitment portal.
3. Applications close on Friday 7<sup>th</sup> February 2025 at 05:00pm.

*Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.*

**BAF IS AN EQUAL OPPORTUNITY EMPLOYER**