



**Request for Expression of Interest
Temporary Finance Assistant
Oceania Regional Office**

ASSIGNMENT

- The Temporary Finance Assistant, Oceania Regional Office will be responsible for the following;
- Provide accounting and administrative support to the Finance Unit on the below functions:
 - Treasury and Cash Management
 - Fixed Asset Management
 - Audit
- Assist with collecting and verifying of supporting documents for review of payments received by ORO office including allowances, travel allowances, and other payments to staff, consultants, vendors, and other applicants.
- Ensuring that vouchers are complete with supporting documents, scanned and Upload for electronic filing on monthly basis.
- Expenditure verification of projects financial report.
- Assists with scanning of vouchers for project audits.
- Ensure all hard copy documents are stored properly on monthly basis
- Assist with finance team with month end closing.
- Assist with bank runs for travel advances, deposits and other bank errands.
- Assist with physical Fixed Asset verification.
- Ensure that all staff submit their monthly timesheets and is e-filed.
- Carry out other duties as reasonably agreed with the line manager.

DURATION

This is a temporary assignment from 12 December 2022 – 12 June 2023

REQUIREMENTS

Desirable Qualifications and Experience

- A diploma qualification in Accounting or in a related field from a recognized tertiary institution. A Degree qualification in Accounting or in a related field from a recognized tertiary institution would be an advantage.
- 1-2 years of experience in a similar role or accounting related work.
- Proficient in the use of ERP accounting software or any prominent accounting software
- Proficient in using office applications (MS Word/Excel/PowerPoint) and other web-based management systems
- Fluent in English (verbal/written) with excellent communication and presentation skills

HOW TO APPLY

The Oceania Regional Office invites interested candidates to indicate their interest in providing their services by providing their CV with information demonstrating that they are qualified to perform these duties. Application must be sent to Jignasha.hansji@iucn.org by 5pm 4 December 2022.

This position is open to Fiji Nationals only or candidates with the appropriate work visa/ permit.