

## **Vacancy**

### **Project Accountant**

Established in 1991, Habitat for Humanity Fiji is a non-profit Charitable Trust part of a global movement committed to improving living conditions and enhancing climate resilience for vulnerable Fijian communities by eliminating sub-standard housing and homelessness through integrated community development approaches.

Our strategic focus is to transform lives by tackling housing inequality by targeting market systems in social housing, recognising the key role that safe and adequate housing plays in achieving Sustainable Development Goals and building resilience to the ever-increasing threats of climate change-induced disasters, rapid urbanisation, epidemics and pandemics.

Habitat Fiji is strategically positioned for continued growth in the communities in which we serve and is committed to provide a workplace with equal employment opportunity for all.

Applications are invited from empathic, creative, self-driven individuals to join our team as the **Project Accountant**, reporting to the Head of Operations and Donor Compliance. The personnel will be responsible for effective financial management, donor reporting, including financial risk assessment, monitoring of internal control, and ensuring the adherence to relevant accounting policies and procedures

#### **Essential Duties and Responsibilities**

- Provide support on post-award financial and accounting management to ensure compliance with donor agreements. Work closely with the Head of Operations and Donor Compliance to chart the team's response to an ever-increasing demand for financial support and services.
- Monitor regulatory and organizational compliance of project financial activities within the Program office.
- Management of Risk and compliance due diligence processes
- Management of full cycle of accounting transactions and perform month – end, quarterly, yearly and other mandatory required cycles.
- Management of project finances and accounting requirements
- Management of Organizational Financial Reporting
- Lead in project and organizational audits (Internal and external)
- Manage and support the project finance team.
- Manage general financial services and provide support with any other Ad-hoc responsibilities assigned by Head of Operations and Donor Compliance.

#### **Relevant Experience and Requirements**

- Tertiary qualifications in accounting, banking and finance or a related field
- At least 4-5 years' experience in project finance management, donor reporting, compliance budgeting or related field
- Demonstrated knowledge of budgeting, balance sheet, cash-flow management, and financial reconciliation

- Exceptional coordination, communication, and facilitation skills
- Demonstrated experience in donor reporting and financial compliance to major institutional donors such as DFAT, MFAT, EU and Government agencies and ability and skills to establish financial compliance systems.
  
- Ability to work with finance staff of extremely varied skills, experience, and background to transform reports into technically appropriate documents.
- This position is envisaged as being filled by someone who is already a citizen or resident of Fiji but is also open to people from the region who have the right to residency in Fiji.

## HOW TO APPLY

Habitat Fiji is committed to diversity and inclusion within its workforce and encourages qualified candidates from all religious and ethnic backgrounds, including persons with disabilities, to apply and be part of our incredible mission of bringing people together to build homes, communities and hope in Fiji. All Habitat Fiji staff, consultants and volunteers are required to undergo a police clearance check and working with children check prior to commencing employment. **Habitat Fiji has a zero-tolerance policy on child exploitation and abuse.**

Applications must include a current CV with names of at least 3 recent referees, and a cover letter describing in 1 page, why you are the best candidate for this position. All Applications should be emailed to [recruit@habitatfiji.org.fj](mailto:recruit@habitatfiji.org.fj) no later than 12 October 2024. For any other details/queries please send an email to the above-mentioned ID.