

Vacancy

Project Finance and Grants Compliance Officer

Established in 1991, Habitat for Humanity Fiji (HFH 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.

HFH 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 Finance and Grants Compliance Officer**, reporting to the Head of Operations and Donor Compliance. The personnel will be responsible for managing project finances, ensuring compliance with grant requirements, supporting financial reporting and budgeting processes. The role involves close collaboration with project teams, donors, and stakeholders to ensure effective financial management, grant compliance, and accurate reporting.

Essential Duties and Responsibilities

Financial Management (30%)

- Oversee project budgets, monitor expenditures, and ensure alignment with financial policies and grant agreements.
- Prepare financial reports, forecasts, and variance analyses for management and donors.
- Assist in the development and monitoring of project budgets and cash flow projections.

Grant Compliance (10%)

- Ensure all project activities comply with donor regulations, grant agreements, and organizational policies.
- Track grant spending and maintain accurate records to support audits and financial reviews.
- Coordinate with project teams to ensure compliance with reporting timelines and deliverables.

Payment Processing and Reconciliation (10%)

- Review and process payment vouchers, ensuring accuracy and adherence to financial policies.
- Manage receipting of funds and ensure timely and accurate recording in the financial system.
- Perform financial reconciliations, including bank reconciliations and grant fund reconciliations, to ensure accuracy and transparency.

Acquittal Verification (10%)

- Conduct acquittal verification of expenditures to ensure compliance with grant conditions and financial policies.
- Verify supporting documents for all project expenses to maintain financial integrity.
- Follow up on any discrepancies or missing documentation to resolve issues promptly.

Financial Reporting (20%)

- Prepare timely and accurate financial reports for donors, management, and external stakeholders.
- Support the preparation of audit schedules and respond to audit inquiries related to project finances.
- Maintain comprehensive grant files, including financial records, contracts, and correspondence.

Risk Management (20%)

- Identify financial risks and recommend mitigation strategies to ensure compliance with donor requirements.
- Conduct regular reviews of financial transactions to detect and address any discrepancies or non-compliance.

Relevant Experience and Requirements

- Tertiary qualifications in Accounting and Finance, social sciences, development studies or a related field
- At least five years' experience in donor compliance, financial management, grants compliance and project management in the development sector
- Sound understanding of donor requirements, rules and regulations
- Exceptional coordination, communication, and facilitation skills
- Strong analytical skills
- Ability to work independently and in a multicultural environment
- 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

HFH 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 HFH Fiji staff, working with children check prior to commencing employment. **HFH 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 no later than Friday 4th October 2024. For any other details/queries please send an email to the above-mentioned ID.