

## Vacancy – Project Finance Manager

We are inviting applications from empathetic, creative, and self-driven individuals to join our team as a Project Finance Manager. This role reports to the Head of Operations and Finance and will lead and support the finance team in ensuring strong financial management, grant compliance, and donor reporting.

### 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 Finance 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
- Support the development of financial policies and procedures to improve efficiency and compliance.

### Relevant Experience and Requirements

- Degree or experience in accounting, and finance or related discipline, with a CPA or a CA
- At least 5 years experience in project finance management, donor reporting and compliance, budgeting, or related field.
- Proficiency in financial reporting, budgeting, and forecasting.
- Experience with financial systems and accounting software (Sun System would be an added advantage)
- Excellent analytical skills, attention to detail, and problem-solving ability.
- Ability to work with finance staff of extremely varied skills, experience, and background to transform reports into technically appropriate documents.
- Demonstrated experience in donor reporting and financial compliance for major institutional donors such as DFAT, MFAT, EU and Government agencies and ability and skills to establish financial compliance systems.
- Demonstrated ability to show compassion, respect and take Habitat for Humanity Fiji's mission personally and having a sense of excitement and commitment.
- 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 for Humanity 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 for Humanity 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 Friday 05 April 2025. For any other details/queries please send an email to the above-mentioned ID