

TERMS OF REFERENCE

Engagement Support Finance Management Duties

1. Background

Habitat for Humanity Fiji is seeking the services of an accounting firm by deploying a professional staff to provide interim finance management support. The engagement will be for a minimum period of three (3) months, with the potential for extension if required. The selected firm will be responsible for ensuring the smooth operation of Habitat Fiji's financial functions, compliance with grant requirements, and efficient financial reporting.

2. Scope of Work

A. Financial Management & Reporting

- Manage the Habitat Fiji finance team members and oversee the day-to-day financial operations, ensuring timely and accurate financial reporting.
- Assist in maintaining and updating financial records in compliance with organizational policies and donor requirements.
- Assist in preparing monthly, quarterly, and annual financial reports whenever required.
- Manage cash flow and financial planning/forecast, ensuring funds are available for operational and project needs and provide weekly reports to Management and Board.

B. Grant Compliance & Donor Reporting

- Ensure compliance with existing grant agreements, donor regulations, and organizational policies and, if necessary, provide support to the resource development team in developing grant proposals.
- Prepare donor financial reports, ensuring alignment with approved budgets and project requirements.
- Work closely with programs teams to track project expenditures and variances to the budget.
- Support in financial audits and donor reviews as required.

C. System & Process Management

- Manage financial transactions and records using the Sun System accounting software.
- Ensure proper maintenance of documentation and filing of financial records for audit and compliance purposes.
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- Provide recommendations for improving financial systems and processes as needed.

3. Required Qualifications & Experience

The selected accounting firm must demonstrate the following:

- Proven experience in financial management, particularly with NGOs or in the development sector.
- Expertise in donor-funded projects, grant management, and compliance.
- Proficiency in Sun System accounting software is preferable.
- Strong knowledge of financial reporting standards and compliance requirements in Fiji.
- Experience in audit preparation and support.

- Ability to work collaboratively with internal teams and external stakeholders.

4. Duration & Reporting

- The engagement will initially be for three (3) months, with an option to extend based on organizational needs.
- The accounting firm will report directly to Habitat Fiji Management, the Board Chair and work closely with Habitat Fiji's finance and program teams.
- Weekly progress updates will be required to ensure alignment with organizational needs and compliance requirements.

5. Application Process

Interested accounting firms should submit the following:

- A proposal outlining their approach, methodology, and experience relevant to the TOR.
- Profiles or CV of key personnel who will be assigned to this engagement.
- A financial proposal including the proposed fee structure.
- References from previous engagements of a similar nature.

6. Submission Deadline

Proposals should be submitted via email to anabelfiji@icloud.com and/or JGomes@habitat.org by 18th March 2025.

Habitat for Humanity Fiji reserves the right to accept or reject any proposal based on its evaluation criteria.