

Vacancy – Finance Manager

We are inviting applications from empathetic, creative, and self-driven individuals to join our team as a Finance Manager. This role reports to the National Director and will lead and support the finance team in ensuring strong financial management, donor and grant compliance, timely reporting, and sound financial planning aligned to the organisation's mission.

The Finance Manager works closely with the National Director, the Board and relevant Board sub-committees, donors, auditors and other stakeholders to support informed decision-making and long-term organisational sustainability.

Essential Duties and Responsibilities

- Lead and manage the finance team, providing clear direction, mentoring, and accountability and ensuring deliverables are met without the need for close supervision.
- Take ownership of the finance function, working proactively to identify issues, risks, and gaps early and escalate them with practical solutions.
- Provide timely financial reports and insights and recommendations to support strategic and operational decision-making by Management and the Board.
- Develop and manage the organization's annual budget
- Monitor and control expenditures to ensure adherence to the budget.
- Oversee cash flow and financial forecasting on time and ensure the organisation maintains financial stability.
- Manage the organization's funds in accordance with applicable policies; Identify and mitigate financial risks and recommend risk management strategies.
- Provide support on post-award financial and accounting management to ensure compliance with donor agreements.
- Monitor regulatory and organizational compliance of project financial activities for donors, grants and government agencies.
- 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.
- Lead in project and organizational audits (Internal and external)
- Support the development of financial policies and procedures to improve efficiency and compliance.
- Evaluate, implement, and maintain financial software and systems to streamline financial operations and reporting.
- Foster a culture of transparency, accountability, and ethical financial practices within the organization.

Relevant Experience and Requirements

- Degree or experience in accounting, and finance or related discipline, with a CPA or a CA
- At least 7 years' experience in non-profit financial accounting functions, strong 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 with extremely varied skills, experience, and background to transform reports into technically appropriate documents.
- 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.
- Demonstrated ability to show compassion, respect and take Habitat for Humanity Fiji 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.

The ideal candidate will demonstrate:

- Proven ability to multitask, prioritise competing deadlines, and deliver consistently without supervision.
- Strong personal accountability and follow-through.
- Experience preparing and presenting financial information to Boards and Board sub-committees.
- Excellent written and verbal communication skills, including confidence in engaging with senior management and governance bodies.
- Experience managing teams and complex, donor-funded or project-based environments.
- A disciplined, detail-oriented approach to reporting, compliance, and governance.
- Alignment with the organisation's mission and a genuine commitment to impact.

HOW TO APPLY

Habitat for Humanity Fiji is committed to diversity and inclusion within its workforce and encourages qualified male and female 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 for Humanity 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 three recent referees, and a cover letter describing in one page, why you are the best candidate for this position. All Applications should be emailed to recruit@habitatfiji.org.fj no later than 10 February 2026. For any other details/queries please send an email to the above-mentioned ID.