

Vacancy Project Accountant

Applications are invited from empathic, creative, self-driven individuals to join our team as the Project Accountant, reporting to the Finance Manager. The personnel will be responsible for effective financial management, donor reporting, including financial risk assessment, monitoring 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 Finance Manager 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 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
- Submission of monthly Budget vs Actual donor report
- Management of Organizational Financial Reporting
- Lead in project and organizational audits (Internal and external)
- Post Journals entries into the system
- Verify payment vouchers and align it to donor requirements if necessary
- Manage general financial services and provide support to finance team with any other Ad-hoc responsibilities assigned by Finance Manager.

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 with 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.

Compensation and Benefits

The current salary range for this position is FJD40,000 to 45,000 per annum commensurate with qualifications and experience.

HOW TO APPLY

Applications must include a current CV with names of at least three recent referees, and a cover letter describing in one page why you should be the best candidate for this position. All Applications should be emailed to recruit@habitatfiji.org.fj no later than Friday 5th June 2026. For any other details/queries please send an email to the above-mentioned ID.

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, consultants and volunteers are required to undergo a police clearance check and working with children check prior to commencing employment. **HFH Fiji has a zero-tolerance policy on child exploitation and abuse.**