



Position Description: Finance and Administration Officer

Women in Fisheries Network – Fiji (WiFN-Fiji) is a local Non-Governmental Organisation (NGO) committed to empower women engaged in the fisheries sector in Fiji, ensure their role and contribution are recognized and valued and that women are participating meaningfully in all aspects of sustainable fisheries. The network also seeks to effectively disseminate information on sustainable fisheries methods and approaches. It works alongside and in partnership with key government ministries, NGOs national, regional and global agencies in deciding, designing and delivering its activities with a focus on helping build an environmentally-sustainable, socially-appropriate and economically-viable fisheries sector in Fiji. WiFN-Fiji also has an interest in ensuring the fisheries sector is supported by an appropriate policy environment that effectively considers the role of women.

Role and Responsibilities

The Finance and Administration Officer is responsible for the operation and maintenance of the Women in Fisheries Network – Fiji's (WiFN- Fiji) financial and administration systems.

The officer will report to the Coordinator and will perform activities to maintain the operational efficiency and effectiveness of the organization and support the implementation of project activities. She will be expected to perform the following administrative functions which involve:

- Familiarize yourself with the Finance policy and other related policies
- Coordinate and maintain the financial system of the organization and update records regularly in accordance with the Finance policy
- Initiate procurement of goods and services with vendors, following all relevant procurement in the WiFN-Fiji policies
- Prepare petty cash reports and file supporting documents/receipts/dockets attached to petty cash reimbursement vouchers
- Monitor and liaise with vendors/services providers to ensure all payment and invoicing is current and accurate
- Prepare contracts and payments / cheque requisitions for all suppliers and consultants
- Prepare donor financial reports and fund requests
- Prepare relevant financial report and organise audit
- Perform basic clerical tasks and operate standard office equipment (photocopier, telephone, etc.)
- Maintain accurate and up to date electronic and manual filing systems, including for personnel timesheets and payroll and other records.
- Maintain office facilities in good order

- Maintain databases of WiFN-Fiji members, stakeholders, consultant, vendor contacts and others as needed
- Coordinate logistics for meetings, workshop, travel and/or any other activities related to the project.
- Contribute to fund proposal writing
- Any other duties as delegated by the WiFN-Fiji Coordinator

Required Experience and Qualification

- A Bachelor Degree in Commerce/Accounting
- Evidence of at least 5 years work experience of performing administrative and financial functions
- Proficiency in MYOB accounting software is highly desirable
- Experience in basic accounting/ book keeping
- Strong communication skills, both verbal and written
- Experience in general office administration
- Experience with coordinating events (meetings, workshops, etc.) and associated logistics
- Enthusiastic to work as part of a small team and independently