

JOB DESCRIPTION – ASSISTANT FINANCE OFFICER

Position	Assistant Finance Officer
Organization	Consumer Council of Fiji
Tenure	One Year (Contract)
Duty Station	Suva
Reporting to	Manager Finance and Administration

1.0 Primary Purpose

To provide timely and accurate financial and administrative support to ensure the smooth operation of the Council's Finance and Administration functions. The position assists in maintaining proper financial records, processing payments, supporting audits, and ensuring compliance with organizational policies and statutory requirements, while contributing to an efficient and professional work environment.

2.0 Organizational Context of Position

The Consumer Council of Fiji (CCF) is a statutory body established under the Consumer Council of Fiji Act 1976 (Cap 235). The Council is expected to play a positive role in achieving a market place where consumers are well informed, confident and protected from unlawful, deceptive, misleading or otherwise, objectionable practices. The prime function of the Council is to drive real change for consumers based on these five themes-

- Delivering consumer knowledge, skills and information to all
- Championing and protecting the interests of all consumers
- Assist consumers in resolving complaints with traders and service providers
- Driving change (policy/procedures/practices) to benefit consumers
- Enabling consumers to make responsible choices

3.0 Council's Role

The Council's roles are to:

- Improve consumers' ability to make informed decisions;
- Solve consumer complaints through Alternative Dispute Resolution (ADR), Advisory services and legal representation;
- Advise the Minister on such matters affecting the interests of the consumers;
- Collect, collate and disseminate information in respect of matters affecting the interests of consumers;
- Support or maintain legal proceedings initiated by consumers, where such support is deemed necessary;
- Make representations to the government or to any other persons or organisations on any issues affecting the interests of consumers;

- Conduct research and investigations into matters affecting consumers;
- Provide debt management and consumer credit advisory services to financially illiterate consumers;
- Conduct market surveillance to establish product prices and compliance with product labelling and safety requirements including misrepresentation
- Work in partnership with local, regional and international organizations to identify and understand emerging consumer issues, conduct research and campaign on issues in solidarity to change local and global practices.

4.0 Responsibilities of the Position

The key accountabilities of the Assistant Finance Officer are:

4.1 Finance Support

- Assist with data entry for payments, receipts, and journal entries using MYOB.
- Support preparation of:
 - Petty cash and bank reconciliations
 - Creditors listing and other financial schedules
 - Filing and organizing financial documents and payment vouchers
- Prepare supporting documents for payments (quotations, approvals, invoices).
- Assist with compiling payment batches for sign-off and follow up with suppliers for outstanding invoices.
- Provide data entry support for monthly income and expenditure statements.
- Assist in gathering documents for internal and external audit reviews.
- Support the Manager Finance & Administration in maintaining compliance with statutory requirements such as PAYE, FNPf, and VAT.

4.2 Audit Support

- Assist in conducting internal audit checks to ensure compliance with Council policies and procedures.
- Maintain audit schedules and documentation.
- Provide information and reconciliations required by the external audit team.
- Monitor and assist in implementing corrective actions from audit findings.

4.3 Administrative Support

- Provide general administrative and clerical support to the Finance and Administration Unit.
- Provide reception support as and when required.
- Assist with office logistics such as stationery requests, mail handling, and document dispatch.
- Ensure timely payment of recurring bills (utilities, internet, insurance).
- Maintain the Council's fixed asset register and update inventory records.
- Support the maintenance and backup of financial and administrative records, both in physical and electronic form.

4.5 Professional Development

- Participate in on-the-job learning related to MYOB, financial systems, and compliance procedures.
- Demonstrate initiative in improving accounting and administrative skills to support the Finance and Administration Unit effectively.
- Perform any other duties assigned by the Manager Finance and Administration or the Chief Executive Officer.

5.0 Key Selection Criteria

5.1 Qualifications

- Degree in Accounting, Finance, or a related field.

5.2 Technical Competencies

- Basic understanding of accounting principles (e.g., double-entry, reconciliation, and reporting).
- Proficient in Microsoft Excel and Word.
- Willingness to learn accounting software such as MYOB.
- Ability to follow instructions, meet deadlines, and maintain accuracy in financial tasks.

5.3 Key Skills and Attributes

- Strong attention to detail and good numerical accuracy.
- Reliable, punctual, and eager to learn.
- Good communication skills - both written and verbal.
- Positive attitude and willingness to assist across teams when required.
- Maintains confidentiality and professionalism at all times.

6.0 Contacts

This position has regular contacts with the following organizations:

- Government Ministries/Department;
- Relevant Statutory Organizations;
- Insurance Companies;
- Office suppliers & Service Providers (e.g. Datec, Bondwell, Asco Motors, etc.);
- Banks and Financial Institutions; and
- Other Suppliers and Service Providers

7.0 Challenges and Impact on Organization Results

The main challenge for the position holder is adapting to new financial systems and meeting reporting deadlines while gaining experience. The role is vital in ensuring the Council maintains accurate financial records, meets audit and compliance standards, and supports timely payments

and reporting, all of which contribute to the Council's transparency, accountability, and operational success.

8.0 Organisation Structure

Immediate supervisor: Manager Finance and Administration

Positions Reporting To You	No of Staff Reporting To Them
None	None