



## **PACIFIC POWER ASSOCIATION VACANCY: ACCOUNTS/ADMINISTRATIVE CLERK**

The Pacific Power Association (PPA) is a member of the Council of Regional Organisations in the Pacific. PPA is a regional Association of the power utilities of the Pacific Islands Countries. In addition to 25 power utility members across the region, the Association has a large world –wide Allied private sector membership. .The Headquarters of the Association is in Suva, Fiji The Association facilitates technical studies and administers training and other assistance on behalf of its member’s utilities, often in collaboration with donor organization.

The Association has an immediate vacancy for an Accounts/Administrative Clerk for the World Bank Project being implemented by the PPA with primary responsibility for accounts & administrative functions of the World Bank Project. As such, a person of relevant qualification and exceptional record of successful accounting & administrative experience is required for this position. The successful candidate will have at least 5 years’ experience in a similar position and it is essential that the successful candidate is computer literate with Microsoft Word, Excel and MYOB. An attractive remuneration package will be negotiated commensurate with qualification and experience. This position will be a one year contract and depending on the performance of the contractor the contract can be renewed.

### **DUTY STATEMENT**

Reporting to the Accountant, the Accounts/Administrative Clerk will be required to keep record of outgoing and in-coming invoices, purchase orders, assist the Accountant with the preparation of payment vouchers and photocopying of the payments vouchers to be submitted to the World Bank on a monthly basis.

- Assist with photocopying and preparation of workshop training folders.
- Filing of all PPA World Bank project ’s correspondence in the Association’s central filing system
- Assist the Accountant with the receipting of funds received.
- Control and issuance of petty cash to make payments or purchase items for the World Bank Project
- Preparation of Workshop logistics like name tags, hotel accommodation reservation and airline tickets for the workshop participants

- Liaise with suppliers for maintaining/ordering of office supplies and stationeries
- Perform other duties from time to time as directed by the Accountant

Information about the Pacific Power Association is available by accessing <http://www.ppa.org.fj>

Please send a detailed CV with three references and to be received before the COB Friday 2 March 2018.

Only short-listed candidates will be contacted.

Deputy Executive Director  
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