



## MANAGEMENT ACCOUNTANT

### About the *Pacific Islands Forum Secretariat*

The *Pacific Islands Forum Secretariat (Forum Secretariat)* is the region's premier political and economic policy organisation, with a vision of helping to create a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy, and productive lives.

The international organisation works to achieve this vision by fostering cooperation between governments, collaboration with international agencies, and by representing the interests of its members - including directly engaging with community members in order to identify pressing needs of the region.

The *Forum Secretariat* has undergone an organisational restructure, with a view to achieve greater consistency across the organisation in the way workforce capability is developed, and capability gaps are identified and addressed. As such, the organisation has produced a highly professional workforce that is capable of creating and delivering high quality outcomes for the people of its member countries.

### About the Opportunity

The *Forum Secretariat* is now looking for a full-time **Management Accountant** to join the team in Suva, Fiji.

Reporting to the Team Leader Finance, this role is tasked to develop the Annual and Revised Budgets and Forecasts, manage all aspects of the Forum Secretariat's donor funding including reconciliation of the relevant ledger accounts, to provide timely and accurate monthly project and management financial reports and advice to project managers, cash flow management and investments, assist in preparation of annual financial reports, and development of financial policies and procedures including the finance manual. Some key areas of responsibility will include (but will not be limited to):

- Budget Formulation and Forecasting;
- Budget monitoring and analysis;
- Donor Fund Management;
- Cash Flow and Investment;
- Assist in preparation of Annual Accounts;
- Review of Financial Policies and Procedures; and
- Management of the Management accounts unit.

The *Forum Secretariat* is seeking a strategic and proficient individual who holds an Accounting degree with at least three years' work experience as a management and financial accounting in a regional or international organisation. Experience in project and donor fund management would be beneficial to applicants interested in this position. Applicants with demonstrated experience in managing a financial accounting system with ability to work to deadlines especially as it relates to financial analysis and reporting and providing budget monitoring reports would be essential.

### About the Benefits

The appointment carries a competitive remuneration and benefits package including medical and life insurance. The salary will be in the range of **SDR 29,526 to SDR 44,289 per annum**. At the 1 September 2018 exchange rate this salary range was equivalent to **FJD87,252 to FJD130,878**. For non-Fijian nationals, this salary may be tax-free.

To be eligible for these positions, the applicant must be a national of one of the following Forum member countries\*. Applicants must be willing to travel periodically via economy class.

Interested applicants are encouraged to apply through our website: [www.forumsec.org](http://www.forumsec.org) where an information package containing the job description and remuneration details is also available. Candidates must include in either their application or Curriculum Vitae the full contact details of three referees. The Forum Secretariat is an Equal Opportunity Employer.

**Deadline for applications is at 5pm (Fiji time), 16 November 2018.**

\* Member States of the Pacific Islands Forum: Australia, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

