



Management Accountant

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 work of the Pacific Islands Forum Secretariat (PIFS) is guided by the Framework for Pacific Regionalism (FPR) as:

The expression of a common sense of identity and purpose, leading progressively to the sharing of institutions, resources, and markets, with the purpose of complimenting national efforts, overcoming common constraints, and embracing sustainable and inclusive development within Pacific countries and territories and for the Pacific region as a whole.

The FPR is underpinned by the Blue Pacific narrative, endorsed by Forum Leaders in Samoa in 2017, which calls for a long-term regional commitment to act as one "Blue Continent" as the means to achieve its development aspirations. The Leaders vision was that it would serve as the platform to reinforce and inspire the region in its shared stewardship of the Pacific Ocean, and to reaffirm the connections of Pacific peoples with their natural resources, environment, culture and livelihoods.

The Opportunity

The Forum Secretariat is looking for a **Management Accountant** to join the team in Suva, Fiji. The position reports to the Team Leader – Finance, Asset Management, Procurement & Travel and will be responsible for developing 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.

To facilitate the above, the incumbent will be responsible for:

- 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 in 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 have an advantage over other candidates.

The Benefits

The appointment carries a competitive remuneration and benefits package including medical and life insurance. The starting salary will be in the range of **SDR 26,955 to SDR 30,412** per annum. At the 1 March 2021 exchange rate this salary range was equivalent to **FJD78,954 to FJD89,080**. For non-Fijian nationals, this salary may be tax-free. To be eligible for this position, the applicant must be a national of a Forum member state*. Applicants must be willing to travel periodically via economy class.

Interested applicants are encouraged to apply through our website: 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), 23 April 2021.**

* 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.