



HIGH COMMISSION OF THE REPUBLIC OF FIJI  
Wellington, New Zealand

**VACANCY – ACCOUNTS/ADMINISTRATIVE OFFICER**  
**FIJI HIGH COMMISSION WELLINGTON**  
**VACANCY NUMBER 01/2022**

The High Commission of the Republic of Fiji in Wellington, New Zealand invites suitably qualified and eligible applicants for the above full-time position.

**Overview of the High Commission**

The High Commission represents Fijian Government interests in New Zealand and provides essential consular services to our Fijian diaspora and visitors to Fiji.

**Position Purpose**

The position is responsible for the responsible administration of all finances at the Mission according to relevant policies/regulations/instructions issued by the Ministry of Foreign Affairs of the Government of Fiji.

**Particulars of the position**

|                                    |                                 |
|------------------------------------|---------------------------------|
| <b>Position Level</b>              | Administrative Accounts Officer |
| <b>Salary Range</b>                | \$50,000 - \$55,000             |
| <b>Duty Station</b>                | Fiji High Commission Wellington |
| <b>Reporting responsibilities:</b> |                                 |
| <b>a) Reports to:</b>              | First Secretary                 |
| <b>b) Liaises with:</b>            | All Diplomats                   |
| <b>c) Subordinate:</b>             | Nil                             |

**Key Duties**

The position will achieve its purpose through the following key duties:

- 1) Maintains accurate bookkeeping and management of Mission's finances and assists with budget preparation, performance reviews, cash flow reporting & Mission audit inquiries as and when requested;
- 2) Prepares timely monthly reconciliation reports of Mission accounts for transmission to head Quarters in Fiji within the first five (5) days of the new month;
- 3) Oversees administrative processes of Mission such as asset register, annual board of survey, proper accounting of all consumable stock/inventory, staff leave records;
- 4) Follows proper procurement processes for Mission purchases/expenses as and when instructed by FS;
- 5) Timely and accurate facilitation of diplomat's allowances, LESs salaries and other necessary payments within the normal operations of the Mission;
- 6) Ensures Mission diplomats, their dependents and LESs visas are valid and up-to-date as per each staff's term of contract;
- 7) Actively researches ways to improve/update Mission administrative and financial processes and any other duties & responsibilities from time to time & only as directed by FS; and

**Qualification:**

A relevant undergraduate degree or equivalent (in any of the following disciplines) Public Administration, Office Management, Business, Accounting/Financial Management from a recognized institution or relevant experience.

The following knowledge, experience, skills and abilities are required to successfully undertake this role:

**Knowledge and Experience**

- 1) Must have 3 years relevant work experience at administrative/finance position at a diplomatic/consular mission;
- 2) Sound knowledge of accounting and bookkeeping;
- 3) Knowledge of sound financial/administrative management practices;
- 4) Good understanding in effective reporting systems;
- 5) Understanding of international diplomacy and diplomatic protocol
- 6) Knowledge and understanding of Fiji's Foreign Service Regulations (FOSR), Finance Regulations and any other policy/regulations relevant to the Mission;
- 7) Sound knowledge of New Zealand banking systems/requirements;
- 8) Experience in customer service and business transaction
- 9) Ability to work independently with minimal supervision
- 10) Flexibility and demonstrated ability to work through complex administrative and financial issues.

**Skills and Abilities**

- 1) Demonstrated attention to details and organization and analytical skills;
- 2) Demonstrated ability to manage demanding workload and tight deadline;
- 3) Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels;
- 4) Good written and verbal communication skills including public relations skills.
- 5) A good working knowledge in Microsoft Office Suite and in particular Word, Excel, PowerPoint.
- 6) Service oriented approach and ability to maintain stakeholder relationships.

**Personal Character and Eligibility**

Applicants for employment as a Locally Engaged Staff (LES) for the Fiji High Commission in Wellington must either have or be eligible for a work visa allowing them to work in New Zealand. Applicants must also be in sound health and have a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up the position.

The Ministry of Foreign Affairs is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible applicants.

**Interested applicants are to email their applications with updated resume to  
Mr Josua Tuwere on [josua.tuwere@gmail.com](mailto:josua.tuwere@gmail.com)**

**Late and incomplete applications received will not be considered**

**Closing Date: Friday 25<sup>th</sup> November, 2022**

