



HIGH COMMISSION OF THE REPUBLIC OF FIJI
Wellington, New Zealand

VACANCY - ADMINISTRATIVE ACCOUNTS 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

Position Level	Administrative Accounts Officer
Salary Range	\$53, 783.26
Duty Station	Fiji High Commission Wellington
Reporting responsibilities:	
a) Reports to:	First Secretary
b) Liaises with:	All Diplomats
c) Subordinate:	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 with 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.

Salary: \$NZD,53.783.26 per annum

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**

**Late and incomplete applications received will not be considered
Closing Date: July 19th, 12.30pm 2022.**

