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Terms of Reference

- 1. Title of Position:** Assistant Fiji Grants Aided Agencies (GAA) Projects Accountant (Short Term)
 - 2. Position Location:** WWF Pacific
4 Ma'afu Street, Suva, Fiji
 - 3. Reports to:** Fiji GAA Projects Accountant
Financial Controller
 - 4. Assists:** GAA Project Accountant
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1. Major Functions:

The Fiji GAA Projects Assistant Accountant is responsible for assisting the GAA Project Accountant with the accounting process of WWF-Fiji Fiji GAA Projects. S/He assists the GAA Project Accountant, in ensuring the compliance of finance and accounting systems, policies and procedures from WWF-Pacific, WWF International and GAA donors.

2. Major Duties and Responsibilities :

A. Fiji GAA Projects Accounting

- Assist GAA Accountant in ensuring the project finance is in compliance with WWF and donors' finance and accounting policies and procedures. This is not limited to procurement, cost norms, delegated authority, internal control, bank & cash management.
- Assist GAA Accountant in preparing accounting records including coding of receipt and disbursement vouchers for bank and petty cash; prepare bank transactions; and record journal vouchers for Fiji GAA Projects
- Assist GAA Accountant in reviewing travel request and advances for Fiji GAA Projects
- Assist GAA Accountant in reviewing travel expense reports for Fiji GAA Projects staff
- Assist GAA Accountant in preparing travel advances reconciliations for Fiji GAA Projects
- Assist GAA Accountant in preparing cost recovery schedule and entries for Fiji GAA Projects
- Assist GAA Accountant in preparing monthly, Quarterly and annual financial reports for Fiji GAA Projects including
 - Internal – Project Managers
 - External - Donor Format / WWF International (R3 Format)

- Assist GAA Accountant in preparing monthly expenditure variance analysis report to Fiji GAA Projects managers of any significant variances.
- Photocopy vouchers for submission to donors as required
- Filing of all records and reports both Soft copy and hard signed and approved copy
- Assist GAA Accountant in preparing invoice for reimbursements and advances for Fiji GAA Projects and closely follow up with donors to timely request funds
- Assist GAA Accountant in preparing cash flow statement for Fiji GAA Projects
- Work closely with Fiji Programme Accountant, Finance Officer and Regional Programme Accountant to monthly update accounting data into the centralized database at the WWF-Fiji Office
- Assist GAA Accountant in reviewing monthly update on Aging reports of Fiji GAA Projects are reviewed to ensure all long outstanding items are duly followed up.
- Assist GAA Accountant in reviewing all balance sheet reconciliation of Fiji GAA Projects

B. Fiji GAA Projects Budgets & Proposal Costing

- Assists GAA Accountant with Fiji GAA Projects Managers on budgeting and budget management of regional projects.
- Assists GAA Accountant with monitoring and review of Fiji GAA Projects budget to ensure donor requirements are met,

C. Audit

- Assists GAA Accountant with the preparation audit schedules including WWF's year-end external audit, individual internal project, or Fiji GAA Projects audits and provide support during the audits
- Assists GAA Accountant with development of a response to the audit reports along with concise plans for implementing audit recommendations

D. Monitoring and Evaluation

- Monitor the implementation of an effective cost recovery system across Fiji GAA Projects
- Assist with procurement actions to ensure the procurement policies and procedures are strictly followed.
- Assists GAA Accountant with regular key indicators to assist in monitoring overall Fiji Programme performance.

E. Networking

- Promote and build good working relationships with all parts of the organization.
- Promote WWF image and build good working relationships with all WWF stakeholders

F. Other Duties

- Assists GAA Accountant with any backlog of work.
- Assists GAA Accountant with any other support she requires
- Attended to the duties of the GAA Accountant in her absence
- Perform other tasks as directed by the Financial Controller

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

3. Requirements for the Position

- A first degree in accounting or business administration.
- At least 1 year experience in the Accounting field. Experience with an NGO would be added advantage
- Proven ability in managing financial and basic administrative operations.
- Strong accounting skills
- Knowledge of financial tasks such as creditors, payments, banking and records keeping, budgeting, financial reporting
- Excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, PowerPoint and Access.
- Operating experience with ACCPAC accounting software and understanding of database fundamentals.
- Ability to set priorities successfully working with minimal supervision.
- Ability to work under pressure and meet strict reporting deadlines.
- Possess drive and initiative, with ability to determine and achieve objectives.
- Highly developed organizational and people management skills.
- Have flexible approach and a willingness to work outside normal hours
- Fluency in written and spoken English is essential to communicate with WWF staff, WWF Pacific office, other WWF Offices and Donors

4. Working Relationships

Internal:

- The position has a key function to provide professional support of high standards to, WWF Fiji Programme, Donor NO's, WWF International and project executants.
- The position will also require close collaboration with the Finance staff of WWF-Fiji Programme, WWF Pacific Programme, Donor NO's, WWF International and project executants.

External :

- Interact regularly with bank, external auditors, and finance teams of donors.
 - Engage with other organizations on financial systems and practices for learning and sharing
 - The position requires regular, formal and informal contact with other WWF National Organizations, WWF International, field staff, project executants and the many collaborating organizations
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