



## VACANCY

### FIJI PROGRAMME ACCOUNTANT

WWF-Pacific, the global conservation organization is seeking to recruit a **Fiji Programme Accountant** who will report directly to the Financial Controller. The position has a key function to provide professional support of high standards to WWF- Pacific Programme, donors, WWF International and project executants.

The position will be based in the WWF-Pacific Office in Suva, Fiji

#### Requirement Qualifications and Experience

- A first degree in accounting or business administration is mandatory
- At least 3 years' experience in the Accounting field and experience with NGO would be an added advantage

#### Required Skills and Competencies

- 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 organisational 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
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

#### Terms and Benefits:

An attractive remuneration package dependent on qualifications and experience will be offered to the successful candidate.

Various other benefits include health, accident and life insurance, annual leave, sick leave and other leave provisions and superannuation. Contract duration is for 3 years depending on annual performance review and funding availability.

## **Job Descriptions**

For more information on the role, the job description that interest you can be downloaded from our website: [www.wwfpacific.org](http://www.wwfpacific.org)

## **How to Apply?**

If you have the relevant experience and qualifications, you are encouraged to send an application, including a complete CV with full contact details of three referees. Applications addressed to the Human Resources Manager, should be sent via email to **ppo.hr\_recruit@wwfpacific.org** by Friday, 20 May 2016.

WWF is an equal opportunity employer. Eligible women candidates are encouraged to apply. Only short-listed candidates will be called for interviews.