



VACANCY

Assistant Fiji Grants Aided Agencies (GAA) Projects Accountant (Short Term)

WWF-Pacific, the global conservation organization is seeking to recruit an Assistant Fiji GAA Project Accountant who will report directly to the Fiji GAA Projects Accountant and Financial Controller.

The position will be based in the WWF-Pacific Office at 4 Ma'afu St in Suva, Fiji

Requirement Qualifications and Experience

- Degree in accounting or business administration with at least 1 year experience in the Accounting field. Experience with an NGO would be 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 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.

Terms and Benefits:

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

Contract duration is for 3 months.

Terms of Reference

For more information on the role, the Terms of Reference that interest you can be downloaded from our website: 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, 07th October 2016.

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