



**Caritas**

**ARCHDIOCESE OF SUVA**

**"CARITAS FIJI IS RECRUITING"**

**Caritas Fiji, as the social arm of the Catholic Church, is a dedicated organisation called to put faith and love into action to build a socially and ecologically just Fijian society. Our mission is to do whatever it takes to build a Fijian society in which all people reach their full human potential in the context of a socially and ecologically just society. To help achieve this, CARITAS FIJI is looking for an:**

## **ACCOUNTANT**

### **Purpose of the Position**

The Accountant is responsible for providing financial and administrative services in order to ensure effective, efficient and accurate financial operations for Caritas Fiji for effective decision making and safeguarding its financial health. He/she will also be responsible for the smooth administrative operations of the organisation. He/she will assist in the coordination and preparation of budgets, monthly financial statements and reports and maintain cash controls for partner organisations with accuracy and integrity. Also responsible for the financial control of donor project funds, financial compliance, accurate donor reporting, and ethical financial practices, empowering positive community impact. Foster collaboration with teams and stakeholders, communicating financial insights clearly and effectively to facilitate informed discussions and promote financial transparency.

### **Qualifications and Skills**

#### **Education**

A Bachelor's Degree in Accounting, Finance or Commerce is essential.  
Member of Fiji Institute of Accountants or CPA

#### **Experience**

- Demonstrated experience in an accountant role in a commercial or non-profit environment is essential.
- Detailed working knowledge and understanding of functions is required.
- Knowledge and understanding of financial principles, financial regulations, accounting concepts and financial reporting

#### **Skills, Aptitudes, Personality**

- Outstanding communications skills (written and verbal), including interpersonal skills
- Excellent time management, organisational skills and attention to detail
- Achievement and goal oriented
- Good financial management background



- Ability to drive projects and work independently in an efficient and effective manner
- Be proficient with MYOB/Microsoft Office products and applications and be computer savvy
- Outstanding work ethics with honesty and integrity
- Familiarity with the specific challenges, regulations, and reporting requirements within the non-profit sector.

### **Additional Information**

The position is based in Suva, Fiji. The role requires working with precision and speed. There is a requirement for travel to programme sites and visits to rural communities and or overseas. A good understanding of and commitment to Catholic Social Teachings, Caritas values and mission, humanitarian philosophy, principles and standards as well as equity, diversity, child safety and health and wellbeing principles are essential to the work.

Applicants should preferably be a Fiji citizen but other non-residents may apply. The position offers an attractive remuneration package to commensurate with qualifications and work experience. Applicants must enclose their curriculum vitae and the names of three referees. It will be the responsibility of the applicant to ensure that their referee's reports are sent to CARITAS Fiji when requested.

For more information about the job and on Caritas Fiji please visit our website – [www.caritasfiji.org//](http://www.caritasfiji.org//) or email me on: [executive.director@caritasfiji.org](mailto:executive.director@caritasfiji.org)

If you are interested and satisfy the above criteria then submit your applications, with a copy of your C.V and a letter outlining your interest to:

**The Executive Director  
Caritas Fiji  
Lot 04 Hercules Street  
P.O Box 18024  
Suva**

Or

You may send your applications through e-mail to [executive.director@caritasfiji.org](mailto:executive.director@caritasfiji.org)

**Applications will close on Thursday, 18 October, 2023.**