



**ARCHDIOCESE OF SUVA
CARITAS
JOB DESCRIPTION**

1. JOB IDENTIFICATION

Position: **ACCOUNTANT**
Incumbent:
Reports to: Executive Director
Location: Archdiocese of Suva
Date: 01 November, 2023
Written by: Consultant

Reporting Positions: No. Prime Task
Nil

2. PURPOSE OF 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.

3. WORKING RELATIONSHIPS



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With	Frequency	Purpose
Executive Director	Ongoing	Ensure good financial governance and compliance to policies and procedures. Ensure that the financial activities are reported in a timely manner with accuracy and integrity and best practices. Leave administration and compliance and governance matters.
Programme Coordinators	Ongoing	Ensure compliance with Finance Manual donor agreement/requirements. Develop and monitor budgets
Board	Ongoing	Present financial reports and analysis to the Board on CF's financial health. Make recommendations where appropriate.
Other Non-Government Agencies, Caritas Internationalis and Caritas Oceania	As required	Collaborate and share financial information on joint initiatives
Donor Agencies	Ongoing	Maintain open communication with donors, providing accurate and timely financial reports on how funds are utilised. Ensure transparency, address queries, and share financial insights to build trust and confidence in the organisation's financial management.
Curia Finance Dept.	Ongoing	Ensure accurate and timely monthly financial reporting and compliance with policies and procedures
FRCS	As required	To obtain and clarify information

4. KEY RESULT AREAS

Financial Reporting & Analysis:



Caritas

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- (i) Prepare accurate and timely monthly financial statements and reports and analysis, balance sheet, cash flow statements and projections ensuring compliance with Fiji regulations and international accounting standards.
- (ii) Assist with the preparation, coordination and analysis of the annual budget and forecasts
- (iii) Timely provision of relevant financial information to the Executive Director that will facilitate the preparation of reports to the Caritas Board.
- (iv) Conducting financial analysis and interpreting data to provide insights into Caritas Fiji's financial performance, identify trends, recommend improvements, and support strategic decision-making.
- (v) Improve and maintain the Fixed Assets Register

Budget Management:

- (vi) Collaborate with Program Coordinators and Executive Director to provide financial assistance and services to the Programme Coordinators in the coordination, development and preparation of their budgets and funding proposals
- (vii) develop project budgets, monitor expenditure against approved budgets, and provide insights into budget deviations for effective financial control.

Transaction Processing:

- (viii) Ensure accurate and efficient processing of financial transactions, including accounts payable, accounts receivable, and payroll, while maintaining proper documentation and adherence to internal controls.
- (ix) Receipt all income received at the Caritas Fiji Office and any funds directly credited into the bank accounts
- (x) Responsible for the intact banking of all funds received
- (xi) Prepare and compile all necessary payment documents for authorisation by the Executive Director
- (xii) Input all receipts, payments and respective journals into MYOB on a regular basis to ensure timely completion of the monthly financial statements and reports
- (xiii) Responsible for tracking petty cash, keeping appropriate records, and maintaining reconciliations
- (xiv) Oversee all payroll activity for staff and ensure that the staff is paid in an accurate and timely manner
- (xv) Maintain the General Ledger and Chart of Accounts
- (xvi) Oversee accounts payable and accounts receivable
- (xvii) Responsible for financial transactions record keeping and office administration



Bank Reconciliation:

- (xviii) Maintain bank records, perform monthly bank reconciliations, and deal with the bank on all financial matters to identify discrepancies, investigate variances, and maintain the accuracy of financial data.

Compliance and Audit:

- (xix) Ensure relevant document preparation of annual financial statements and reports for external audit
- (xx) Liaise with the external auditors for smooth audit process
- (xxi) Ensure adherence to good governance, transparency and compliance with financial regulations/standards within the organisation
- (xxii) Ensure adherence to internal and external audit requirements, financial regulations,
- (xxiii) Follow CF's policies, procedures, goals and values of the church.

Cash Management:

- (xxiv) Monitor banking activities and assist in ensuring adequate cash flow to meet the Caritas' needs
- (xxv) Manage Caritas Fiji's cash flow by forecasting cash needs, monitoring liquidity, and optimizing cash reserves to support ongoing operations and project activities.

Donor Reporting:

- (xxvi) Ensure timely, accurate comprehensive donor reporting /project acquittals in accordance with donor funding contracts by ensuring compliance with specific reporting requirements, and providing transparent financial information on fund utilisation.

Other:

- (xxvii) Monitor and prepare monthly leave/attendance reports for the organisation
- (xxviii) Look for ways to improve and promote quality and efficient workloads.
- (xxix) Undertake any other duties as required by the Executive Director and the Board.

5. PERSON SPECIFICATION

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 nonprofit sector.

6. ADDITIONAL INFORMATION

Availability to travel domestically and internationally.

An understanding of, and willingness to, work within the Catholic ethos

This is a confidential role and the incumbent will be responsible for all financial input activities and assist with financial requirements for Caritas Fiji and in consultation with the Curia Finance department as and when required.