

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	Finance Officer	Position Type:	Fulltime
Department:	Finance	Salary scale:	Band 6
Location:	FCCC Central Office	Region	Central Eastern
Directly Reporting To:	1. Financial Controller	# of Direct Reports:	N/A
Indirectly Reporting To:	1. Senior Accountant	# of Indirect Reports:	1 – Graduate Trainee

Organisation Summary

The Fijian Competition and Consumer Commission (FCCC) is an independent statutory body established under Section 7 of the Fijian Competition and Consumer Commission Act 2010 (FCCC Act 2010) that promotes effective competition and informed markets, encourages fair trading, and protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

Purpose & Nature of the Role

The Finance Officer will provide financial and administrative support to colleagues, clients, and stakeholders of the organization, working closely with the Senior Accountant to ensure all financial operations are conducted efficiently and accurately.

The role includes daily postings, lodgments, analysis of payments, receipting, postings, bank reconciliations, management of the contracts register, and risk management. The Finance Officer will also assist with the annual audit process by gathering documentation and liaising with auditors, maintain strong supplier relationships, and ensure internal controls comply with the organization's Finance Policy.

Additional responsibilities include assist in preparing monthly, quarterly, and annual financial reports (as assigned), supporting budget preparation and monitoring, maintaining the fixed asset register (if delegated), updating insurance documentation, and ensuring compliance with statutory and regulatory requirements. The officer will support accounts payable and receivable processes, project or grant financial tracking, procurement documentation, inventory record-keeping, and financial system improvements.

The Finance Officer will contribute to process improvements, financial forecasting support tasks (data gathering only), scenario analysis support, provide guidance to internal departments, respond to stakeholder queries, and support presentations or financial briefs as required. The role also involves assisting with policy implementation, maintaining departmental risk documentation, staff financial capacity support (guiding trainees), upholding high

ethical standards, ensuring data integrity, and maintaining confidentiality to support overall organizational efficiency, transparency, and accountability.

Key Result Areas (KRA's)

- Financial Operations & Record Management
- Accounts Management & Reconciliation
- Budgeting, Reporting & Financial Analysis
- Risk Management & Internal Controls
- Stakeholder Support & Advisory Services
- Audit, Compliance & Ethical Standards

Key Accountabilities

These are some of the duties and functions that Finance Officer is expected to handle, but not limited to the following:

Financial Operations & Record Management

- Posting and reconciling daily, monthly, and yearly transactions.
- Timely completion of monthly postings and receipting of funds received.
- Oversight and maintenance of Finance records, ensuring accuracy, completeness, and compliance with organisational policies and statutory requirements.
- Timely processing of all requisitions and payments.
- Clearing of travel forms, memos, and Flying Minutes assigned by the Senior Accountant.
- Ensuring proper documentation and filing of all financial transactions for easy retrieval and audit readiness.

Accounts Management & Reconciliation

- Preparing bank reconciliations for review.
- Managing accounts receivable and payable, including follow-ups and reconciliations.
- Handling overseas trip reimbursements, including advance payments and follow-up for refunds.
- Reconciling daily receipts and managing weekly banking with the Graduate Trainee.
- Monitoring outstanding balances, aging of receivables, and ensuring timely collection and payment.

Budgeting, Reporting & Financial Analysis

- Assisting in budget preparation, monitoring, and reporting, including highlighting variances to Senior Accountant.
- Maintaining contracts register and reporting on the status of contracts.
- Contributing to process improvements and enhancing financial reporting quality.
- Supporting innovation, continuous improvement, and business excellence initiatives.
- Providing timely financial analysis and insights to support management decision-making.

Risk Management & Internal Controls

- Maintaining department risk documents, reporting on risks, and implementing mitigation strategies.
- Strengthening internal controls and mitigating financial risks.
- Resolving financial disputes from operations or suppliers in a timely manner.
- Ensuring compliance with FCCC SOPs and relevant occupational health & safety procedures.
- Identifying operational or financial process gaps and recommending improvements to reduce exposure to risks.

Stakeholder Support & Advisory Services

- Providing timely and quality support to the Financial Controller, Executive Management, and internal departments.
- Providing guidance on financial procedures, policies, and queries.
- Managing supplier relationships, ensuring prompt payments and resolution of disputes.
- Delivering professional customer service to internal and external stakeholders.
- Liaising with other departments to ensure smooth financial operations and information flow.

Audit, Compliance & Ethical Standards

- Supporting internal and external audits, preparing documentation, and responding to queries.
- Ensuring ethical handling of financial information and maintaining confidentiality.
- Maintaining and improving financial systems and workflows for data accuracy and efficiency.
- Developing in-depth knowledge of FCCC's work processes to support organisational needs.
- Ensuring compliance with statutory requirements, organisational policies, and internal control standards.

Key Performance Indicators (KPI's)

Refer to Annual KPI set every Financial Year

Qualification

A Degree in Accounting, Banking and Finance or any similar field

Knowledge and Experience

- With 3 to 5 years of comprehensive working experience in related field are encouraged to apply.
- Proven work experience as a Finance Officer or similar role
- Solid knowledge of financial and accounting procedures using financial software
- Knowledge of financial regulations

Skills and Abilities

- Excellent analytical and numerical skills
- Sharp time management skills

- Advanced MS Excel skills
- Strong ethics, with an ability to manage confidential data
- Ability to complete work with limited instructions;
- Self-starter with initiative worker;
- Outstanding verbal and written communication skills.
- Impeccable attention to detail;
- Ability to communicate effectively both inside and outside the organization.
- Ability to write complex reports; and
- Collaborative, team player with strong analytical, organizational and interpersonal skills.

Risk and Compliance

- Timely submission of reports/information papers
- Comply with FCCC's work policy (Human resource policy, Standard Operating Procedures).
- Health and Safety at Work Act 1996/FCCC Act 2010

Key Challengers / Success Factors

- Ability to track for information from sources relating to a particular activity.
- Ability to implement the Finance Manual.
- Ability to write clear, concise, robust and balanced research reports.
- Ability to diplomatically handle sensitive situations with stakeholders and cultivate productive relationships.

Internal / External Relationships

Internal

- CEO, GMs and all Managers
- All staffs

External

- Relevant stakeholders & Other relevant Government Ministries and local Institutes

Authority Level

Financial Authority Level

Not Applicable

Human Resources

Through the Human Resources Self Service Portal (myHRhub), you are required to manage your personal details together with Leave Management, while ensuring the Organisational Human Resources Policies are followed at all times.

Proviso

The Job Description and KRA's in this contract with a view that upon review at any time within the contractual period engaged with FCCC, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, Department Manager and Human Resources.

APPROVAL and ENDORSEMENT

Name of Incumbent	Date:	Signature:
Name of Department Manager	Date:	Signature:
Manager Human Resources Name	Date:	Signature:

Note: These responsibilities are exhaustive. From time to time it may be necessary to change position requirements in response to changing nature of our work environment, including technological requirements or statutory changes. Such change maybe initiated as necessary by your Manager or General Manager and will be discussed with you.