

Finance Manager

Location: Suva, Fiji

Department: Finance & Administration

Reports To: General Manager / CEO

Employment Type: Full-Time

Position Summary

We are seeking an experienced and detail-oriented Finance Manager to oversee the financial health and operational efficiency of the organisation. The successful candidate will manage financial planning, budgeting, reporting, compliance, and internal controls while supporting strategic business decisions through accurate financial analysis and guidance.

Key Responsibilities

Financial Management

- Prepare and manage monthly, quarterly, and annual financial reports
- Oversee budgeting, forecasting, and cash flow management
- Monitor organisational expenditure and revenue performance
- Ensure accurate financial recordkeeping and reporting standards
- Analyse financial data and provide recommendations to management

Accounting & Compliance

- Ensure compliance with local tax laws, financial regulations, and statutory requirements
- Manage payroll, VAT, FPNP, PAYE, and other financial obligations
- Coordinate annual audits and liaise with external auditors
- Maintain strong internal financial controls and procedures
- Ensure timely bank reconciliations and account management

Strategic & Operational Support

- Support senior management with financial planning and decision-making
- Develop financial policies, systems, and procedures
- Identify opportunities for cost savings and operational improvements
- Assist with project costing, procurement, and contract reviews
- Prepare financial reports for donors, stakeholders, or board meetings where required

Team Leadership

- Supervise finance and administration staff

- Provide mentoring, training, and performance support to finance team members
- Promote accountability and high professional standards within the department

Qualifications & Experience

- Bachelor's Degree in Accounting, Finance, Commerce, or related field
- Professional accounting qualification such as CPA, CA, or ACCA preferred
- Minimum 5 years' experience in a finance or accounting role
- Experience in financial reporting, budgeting, and compliance management
- Strong understanding of accounting software and Microsoft Excel
- Experience working with donor-funded projects or NGOs is an advantage

Skills & Competencies

- Strong analytical and problem-solving skills
- Excellent attention to detail and organisational ability
- High level of integrity and confidentiality
- Strong communication and leadership skills
- Ability to work independently and meet deadlines
- Sound understanding of financial systems and reporting standards

What We Offer

- Competitive salary package
- Professional development opportunities
- Supportive and collaborative work environment
- Opportunity to contribute to organisational growth and impact

How to Apply

Interested applicants are invited to submit their CV and cover letter to [insert email address] by [insert closing date].