VACANCY
Projects Accountant, WWF Fiji

Do you want to make a positive difference to the future of people and nature? Working at WWF could be your opportunity of a lifetime, so join our Finance, Risk & Compliance team.

About WWF
The World Wide Fund for Nature (WWF), one of the largest and most highly regarded conservation organizations in the world, aims to stop the degradation of the natural environment and build a future in which humans live in harmony with nature.

The Role
Reporting to the Finance Manager, the Projects Accountant is responsible for the accounting process of WWF-Fiji. The Projects Accountant will also assist in various reporting including donor, network and internal reporting for WWF Fiji and WWF Pacific and ensuring the compliance to finance and accounting systems, policies and procedures.

The position location – Suva, Fiji.

Required Qualifications and Experience:
- A bachelor’s degree in accounting or financial management is mandatory.
- At least 3 years’ experience in the accounting field.
- Experience working in an NGO environment would be an 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-Pacific staff, other WWF offices and donors.
- Clearly demonstrate behaviors of WWF which include Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly;
- Adhere to WWF’s values of Courage, Integrity, Respect and Collaboration.
Compensation & Benefits:
An attractive package will be offered to the successful candidate based on appropriate qualifications, experience and skills.

Various other benefits include medical insurance, life insurance, annual leave, sick leave, other leave provisions and superannuation.

Contract Duration:
Contract duration is for 3 years' renewable upon positive annual performance review and funding availability.

Job Description
For more information on the role, the job description can be downloaded from our website: www.wwfpacific.org

How to Apply? Interested applicants are encouraged to send an application in PDF format, including a complete CV with full contact details of three professional referees. Applications addressed to the Regional Head of People & Culture, should be sent via email with the subject “Fiji Projects Accountant” to ppo.hr_recruit@wwfpacific.org by end of Sunday, 23rd July 2023.

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