Pacific Disability Forum

Position Description

Vacancy Title: Finance & Administration Assistant
Location:
Reports To: None

Objective

The Finance & Administration Assistant provides finance processing and administrative support to ensure accurate financial recordkeeping, timely transaction processing and efficient office operations. The role supports the maintenance of financial documentation, transaction records, reconciliations, acquittals and administrative systems while ensuring compliance with organisational policies, donor requirements and internal financial controls.

Outcomes

Organisational Stakeholders

1. Payment Processing and Financial Documentation

- Receive, log and review invoices, claims and supporting documents for completeness and compliance.
- Verify that required approvals, procurement records and supporting documentation are attached before processing.
- Identify missing information, duplicate invoices or documentation discrepancies and refer them for correction.
- Monitor payment documentation to ensure timely submission for authorised processing.
- Maintain organised records of payment documentation and supporting correspondence.
- Assist staff in understanding documentation requirements for financial transactions.

2. Financial Data Entry and Records Management

- Enter approved financial transactions into designated accounting systems, spreadsheets or registers.
- Maintain supporting documentation in accordance with approved filing and document management procedures.
- File records by transaction type, project, activity, funding source and financial period as required.
- Identify data entry errors, inconsistencies and unmatched transactions for review.
- Support maintenance of financial databases and reporting records.
- Ensure financial records are updated accurately and in a timely manner.

3. Reconciliation and Acquittal Support

- Prepare assigned reconciliation schedules for review by the Accountant or Finance Officer.
- Assist with bank, petty cash and other routine reconciliation activities.
- Follow up outstanding travel advances, acquittals, receipts and supporting documentation.
- Track unresolved reconciliation items and report discrepancies promptly.
- Maintain records of acquittal status and follow-up actions.
- Support timely completion of donor and organisational acquittal requirements.

4. Administrative systems, records and office support services are maintained efficiently.

- Maintain administrative registers, correspondence records and filing systems.
- Coordinate document filing, scanning, archiving and retrieval activities.
- Assist with preparation of meeting documentation and administrative reports.
- Compile office supply requests and routine service requirements for approval.
- Support document management processes and record retention requirements.
- Ensure administrative records remain accurate, complete and accessible to authorised personnel.

5. Finance reporting, audit preparation and internal control requirements are effectively supported.

- Compile supporting documents required for financial reports, donor acquittals and audits.
- Assist authorised staff in locating and retrieving financial documentation.
- Handle confidential financial and personnel information securely.
- Follow established approval limits, financial controls and segregation of duties requirements.
- Escalate suspected errors, irregularities or non-compliance issues promptly.
- Support continuous improvement of financial administration systems and processes.

Responsibilities - Key Competencies

Competence	Description
Business	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Quality Focus	Deliver quality.
People	

Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Accounting and Finance	

Work Knowledge and Experience

Minimum one (1) year experience in finance administration, accounts processing, bookkeeping support or a related administrative role.

Experience handling invoices, receipts and financial documentation.

Experience maintaining records and supporting office administration functions.

Required Knowledge -Basic bookkeeping and accounting principles. -Invoice, receipt and payment documentation requirements. -Bank, petty cash and routine reconciliation processes. -Spreadsheet applications and accounting software. -Document filing and records management procedures. -Financial approval and segregation of duties controls. -Donor documentation and record retention requirements. -Confidentiality obligations relating to financial and personnel information.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
External		
	Suppliers and Service Providers	
	Banking Representatives (as authorised)	
	Auditors	
	Donor Representatives (through authorised finance staff)	
	Consultants and Contractors regarding financial documentation	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Disciplined / Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 29 Nov 2026