

Position Description

Vacancy Title: **Disbursement Staff A (ADB)**

Location: **Suva, Fiji**

Reports To: **None**

Objective

Maxumise is managing the recruitment process for labour hire on behalf of our client, the Asian Development Bank (ADB). The Disbursement Staff A will review and process loan and grant withdrawal applications for direct payments, reimbursements, commitment letters, and advance accounts, as well as their liquidations. The incumbent will provide analytical support and assist in coordinating the processing and administrative activities for public sector loan and grant projects, including cofinancing by other development partners. The incumbent will report to designated ADB supervisors.

Outcomes

Organisational Stakeholders

1. Key Responsibilities

- Process withdrawal applications under ADB public sector loans, grants, and cofinancing by critically reviewing withdrawal applications under the various disbursement procedures, ensuring compliance with relevant ADB policies and guidelines, disbursement procedures, and service level standards.
- Support supervisors in monitoring the project expenditures claimed through the Statement of Expenditures (SOE) procedure and other simplified documentation procedures, assessing risk, and reviewing relevant evidence on a sampling basis.
- Track deposits, liquidations, and reconciliations under Advance Accounts and prepare periodic reports accordingly.
- Prepare drafts of various internal and external correspondence on disbursement related matters for review by supervisors.
- Assist other areas in the division if required to manage higher work volumes or resolve complex disbursement issues.

Responsibilities - Key Competencies

Competence	Description
Business	
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting and Finance, Business Administration	Bachelor's degree in Accounting, Business Administration, Commerce, or Finance.

Work Knowledge and Experience

Minimum of 5 years of relevant professional experience in disbursement, project administration, accounting, or auditing in a computerized environment within a large organization.

Proficiency in Microsoft Office 365 (e.g., Word, Excel, Teams, Outlook, PowerPoint, SharePoint) and enterprise systems such as Oracle.

Experience with databases for inputting, extracting, and generating reports.

Familiarity with multilateral development bank operations, administrative processes, and disbursement procedures.

Good grasp of internal control concepts, financial reporting risks, and business process interactions.

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Chartered Professional Accountant (CPA)

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Supervisors	
	Other Team Members	
External		
	Executing Agencies and Implementing Agencies	
	Resident Missions (RMs)	

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.
- Achiever Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
- Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Integrity Adherence to moral and ethical principles; soundness of moral character; honesty.
- Punctuality Completes a required task or fulfills an obligation before or at a previously designated time

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

- Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Conscientious Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
- Decisive Reaches conclusions, promptly and firmly.
- Initiative Takes action and makes decisions without the help or advice of other people.
- Numerate Shows abilities in quantitative thought and expression.

How To Apply

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Contact for Enquiries

Contact Name: Elizabeth Cama

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Further Contact Information: --

Closing Date: 11 May 2025