



## Position Description

Vacancy Title: **Principal Accountant**

Location:

Reports To: **Chief Executive Officer**

### Objective

We are now inviting applications from suitably qualified candidates for the following position at FTRA. This is an excellent opportunity for professionals who are passionate about contributing to the quality and standards of the teaching profession in Fiji. Leads financial management, reporting, compliance, and advisory functions to ensure financial integrity, regulatory compliance, and effective decision support. Budgeting, financial planning, and cash flow control are delivered in alignment with organisational priorities, while accurate financial reporting, audit coordination, and statutory compliance are maintained. Revenue oversight and funding support are managed, with improvements made to income processes. Financial analysis and advice are provided to support executive and Board decisions, alongside strengthening of systems, controls, and process efficiency. Finance capability is guided and developed to maintain performance standards and accountability. The role reports to the Chief Executive Officer.

### Outcomes

#### Organisational Stakeholders

##### 1. Financial Management and Control

- Providing timely analytical reports that validates the reliability and high quality of financial information. The role is also responsible for providing financial advice to CEO, preparing yearly and monthly financial statements in accordance with IAS and IFRS, preparing budget reports for Ministry of Education and the respective directorates, posting adjusting journals, working with internal and external stakeholders on finance related issues and assist in preparation of board paper.
- You will also be responsible for the human resources process of recruitment, leave management and payroll.
- Endorsing the renewal of Teacher Registrations accurately with upgrade notice if applicable, preparation of Letter of Professional Standing, verifying and endorsing all Qualification upgrade notices for all teachers who do not have complete teacher training qualifications. Reconciliation of teacher register & supervision of pending Renewals. Preparation of quarterly and yearly Renewal reports
- General administration of office chattels. Dealing with landlords for repairs and maintenance. Dealing with contractors for procurement in terms of office repairs & maintenance. Overseeing the General office cleanliness and OHS requirements with the OHS coordinator

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
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.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.
Technology Application	Apply technology.

### Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Accounting and Finance	
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance	Postgraduate qualification in Accounting or Finance will strengthen the profile

## Work Knowledge and Experience

- Minimum 7 years experience in accounting and finance
- At least 3 years experience in a management role
- Strong knowledge of accounting standards, statutory requirements, and financial controls
- Experience in audit coordination and compliance
- Proficiency in MS Office and accounting systems including Xero
- Strong communication and stakeholder engagement capability
- Demonstrated ability to operate independently and maintain confidentiality
- Valid membership from a recognised accounting body
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- Dedicated, maintains confidentiality, be willing to work longer hours when required and able to work independently

## Requirements

### Other Required Requirements

- Role Title: Principal Accountant
- Organisation: Fiji Teachers Registration Authority
- Reports To: Chief Executive Officer
- Location: Suva

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Chief Executive Officer	
	Management Team	
	All Departments	
<b>External</b>		
	External Auditors	
	Banks and Financial Institutions	
	Government and Regulatory Bodies	
	Funding Partners	

## Attributes

### Behavioural Styles

- Detail oriented: Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Reliable: Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

- Objective: Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

### 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

Contact Name: Mrs. Sangeeta Singh

Contact Email: [Vacancies@ftra.com.f](mailto:Vacancies@ftra.com.f)

Further Contact Information: Fiji Teacher Registration Authority (FTRA)

**Closing Date: 12 Apr 2026**