



---

## Position Description

---

Vacancy Title: **Qualified Accountant**

Location: **Nauru**

Reports To: **Chief Financial Officer**

### Objective

The Qualified Accountant was responsible for supporting the financial management, reporting, compliance, reconciliation, and control functions of the Finance Division. The role ensured accurate financial reporting, compliance with IFRS requirements, support for Board and management reporting, and effective oversight of operational finance activities across the organisation. Reports To: Chief Financial Officer

### Outcomes

---

#### Organisational Stakeholders

---

#### 1. Financial Reporting and Management Accounts

---

- Monthly management accounts being prepared accurately and within agreed reporting timelines
  - Financial reporting schedules being maintained and reconciled
  - Variance analysis being completed and reported to management
  - Board reporting support being provided through accurate financial analysis and commentary
  - Financial information being reviewed to support operational and strategic decision-making
- 

#### 2. General Ledger and Reconciliations

---

- General ledger reconciliations being completed accurately and on time
  - Subledger reconciliations being monitored and resolved
  - Bank reconciliations being maintained and reviewed regularly
  - Financial discrepancies being identified, investigated, and corrected promptly
  - Financial records being maintained in accordance with accounting standards and organisational requirements
- 

#### 3. Accounts Payable and Receivable Oversight

---

- Accounts payable and receivable processes being monitored for accuracy and timeliness
  - Outstanding balances being reviewed and escalated where required
  - Payment processing support being coordinated with relevant finance staff
  - Revenue and expenditure transactions being reviewed for compliance and accuracy
  - Customer and supplier account issues being resolved professionally and efficiently
- 

#### 4. Budgeting and Financial Analysis

---

- Budget monitoring activities being supported across operational divisions
  - Budget performance reports and expenditure analysis being prepared
  - Financial forecasting support being provided to the CFO and management
  - Cash flow monitoring activities being maintained and reported
  - Financial trends and risks being identified and communicated appropriately
- 

#### 5. Audit, Compliance, and IFRS Support

---

- Annual audit preparation and audit working papers being coordinated and maintained
  - Financial statements being prepared in accordance with IFRS requirements
  - Internal controls and compliance requirements being monitored and strengthened
  - Audit queries being responded to accurately and within agreed timelines
  - Regulatory and PEMU reporting obligations being supported and maintained
- 

#### 6. Donor and Project Financial Support

---

- Donor-funded project financial reporting requirements being supported
  - CAPEX and fixed asset accounting activities being maintained accurately
  - Financial reporting obligations for projects and grants being coordinated
  - Supporting documentation and reconciliations being prepared for project reporting purposes
  - Expenditure monitoring and compliance requirements being maintained for funded projects
- 

#### 7. Systems and Financial Administration

---

- Financial systems including Microsoft Dynamics NAV/Navision being used effectively
- Financial data integrity and reporting accuracy being maintained
- Finance records and documentation being securely maintained
- System-generated financial reports being reviewed and validated
- Continuous improvement opportunities within finance processes being identified and supported

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
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>	
Quality Focus	Deliver quality.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
<b>Professional</b>	
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.
Technology Application	Apply technology.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Accounting/Finance	Bachelor's Degree in Accounting, Finance, or related discipline

## Work Knowledge and Experience

- Professional accounting qualification such as CPA, CA, ACCA, or equivalent
- Minimum 5 years relevant accounting experience
- Experience preparing financial reports and reconciliations
- Experience working within IFRS reporting environments
- Experience within utilities, infrastructure, or public enterprise organisations
- Experience within donor-funded or regulated environments

## Requirements

### Other Required Requirements

- Division: Finance
- Reports To: Chief Financial Officer
- Location: Nauru
- Employment Type: Fixed-Term Contract

#### Systems Knowledge

- Microsoft Dynamics NAV / Navision 2018
- Commonwealth Bank CommBiz platform
- Microsoft Excel and Microsoft Office Suite

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	• Chief Financial Officer • Finance Division staff • Managers and operational divisions • Procurement Team • Human Resources	
<b>External</b>		

Type	Interaction	Comments
		<ul style="list-style-type: none"> <li>• External Auditors • Public Enterprise Monitoring Unit (PEMU)</li> <li>• Donor-funded project stakeholders • Financial institutions and service providers</li> </ul>

## 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.
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.
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.
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

--

## Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: elizabeth@maxumise.com

Further Contact Information: --

**Closing Date: 31 May 2026**